MINUTES OF THE PERSONNEL
AND ORGANIZATION COMMITTEE
OF THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

JANUARY, 1989

PERSONNEL AND ORGANIZATION COMMITTEE

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

I N D E X

PERSONNEL & ORGANIZATION COMMITTEE

1989 01 12

GENERAL

ELEMENTARY/SECONDARY

MINUTES OF THE

PERSONNEL & ORGANIZATION COMMITTEE

1989 01 12

Present: W. Hicks (Chairman); Trustees Johnston, Mulholland, Paquin, R. Stewart, Van Horne and Clarke

Not Present: Trustee Baskin

Also Present: Trustees Allen, Barker, Bishop, Deans, Desmarais, Detwiler, Kennedy, Korz, Lowe, Penner, Rogers, A. Stewart

Officials Present:
- K. Rielly (Director of Education and Secretary)
- A. Stockwell (Associate Director of Education)
- B. Sinclair (Superintendent of Human Resources)
- P. Beveridge (Superintendent of Curriculum, Special and Educational Services)
- P. Shewfelt (Superintendent of Finance and Treasurer)
- B. Orlando (Superintendent of Plant)
- J. Forrester (Superintendent of Schools - Area 1)
- R. Binns (Superintendent of Schools - Area 3)
- P. Gillie (Superintendent of Schools - Area 4)
- D. Rothwell (Superintendent of Schools - Area 5)
- R. Lavoie (Superintendent of Schools - French as a First Language)
- R. Kennedy (Assistant Superintendent of Staffing)
- J. Yurkiw (Assistant Superintendent of Special Services)
- G. Rappolt (Assistant Superintendent of Curriculum)
- S. Rogers (Assistant to the Secretary)

Mr. Hicks called the meeting to order and asked for confirmation of the minutes of the last regular meeting and special meeting of December 15th, 1988.

Moved by Mr. Mulholland:

That the minutes of the last regular meeting and special meeting of December 15th, 1988 be approved as presented to the members.

CARRIED.

GENERAL

BUSINESS ARISING FROM THE MINUTES:

Report from officials re Hiring Procedures for Long Term Assignments

Mr. Kennedy reviewed the report for the members, noting that there were approximately 270 teachers on the Occasional List for elementary, and approximately 240 for secondary, with 70 qualified to teach in both elementary or secondary.

Mrs. Barker asked how long teachers' names are kept on file for occasional teaching.

Mr. Kennedy indicated that files must be re-activated every summer. A letter is sent out at the beginning of July requesting they re-activate their file and they are then placed on the Occasional List for September.

Moved by Mrs. Van Horne:

That the report on Hiring Procedures for Long Term Assignments be accepted for information.

Miss Detwiler expressed her pleasure that under the recent Agreement, pay remuneration for casual teachers was improved and hoped teacher shortages would be alleviated.

The motion was put to a vote and **CARRIED.**

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mr. Mulholland:

That the recommendations of the Director of Education be approved as presented to the members.

CARRIED.

Mrs. Van Horne regretted the resignation of Fran Doyle of the Minute Room, (clause n), and wished her well on behalf of the Trustees stating that she will be missed.

Pay Equity Update

Mr. Sinclair reviewed the update, in particular the status of the following:
a) Non Union Clerical, Administration, OPEIU Bargaining Units,
b) Teaching positions c) CUPE Local 1344
He is unable to project full costs to the Board for the life of the Pay Equity program, until the above three items are settled.

Moved by Mr. Mulholland:

That the Pay Equity Update report be received for information.

Mr. Mulholland asked if it was the intention of the Board to seek financial restitution from the Ministry of Education regarding initial costs of pay equity as this was a Ministry dictate rather than a Board inspired program.

Mr. Sinclair noted there is a salary conference coming up in February at which pay equity would be highlighted and concerns of Trustees and School Boards could be raised. At the moment Mr. Sinclair said he does not have a cost figure but he imagines it will be substantial.

Mrs. Bishop asked the definition of job classes and Mr. Sinclair explained it is defined under legislation as being paid the same salary range, doing the same type of work and requiring similar qualifications and similar recruiting source. Classroom teachers are paid on a grid according to qualifications, but earnings are the same across the grid. He pointed out Principals and vice-principals will be a separate class, as rate of pay distinguishes them from another level.

The motion was then put to a vote and was **CARRIED.**

Program and Personnel Priorities

Mr. Rielly explained the package of priorities was being presented so trustees could examine the priorities and make a decision. He noted the package represents where we are going for the year; any further requests would have to be considered individually at the time they are presented.

Information Management Services

Mr. Rielly noted the job description on Page 10 relates to a secretary for Mr. Kawai, who begins January 16th. The recommendation reads "as soon as feasible", as Mr. Kawai would want to be involved in this decision.

In response to Dr. Johnston's inquiry regarding salary, Mr. Sinclair stated under pay equity, salary is not based on who you report to but the employee's value to the organization.

Miss Detwiler added that when she calls a Superintendent and talks with his/her Secretary she expects quite a bit more knowledge on a broader scale from her than from other secretarial

positions. She expressed her respect for people in those positions.

Curriculum Department

Ms. Rappolt outlined the three broad goals in the report. She emphasized the need to change the ways of managing material more efficiently and effectively and use of the internal mail system.

Ms. Rappolt indicated the technician and software technician positions are outlined in the report and are new roles. The request for .3 clerk would be to distribute the computer kits, (900 titles), currently stored at the Education Centre, from Dundurn Street.

In response to Mrs. Lowe's question, Ms. Rappolt noted that an increasing amount of software is distributed, and the numbers will continue to increase.

While Ms. Rappolt would like to see the amount of time teachers spend doing technical tasks reduced, Mr. Korz was concerned that teachers who do not understand the mechanical aspect of computers would not be able to help students either.

Ms. Rappolt stated that recently the Ministry approach regarding software has changed drastically. The Ministry no longer tests software but expects the material to be assessed at the Board level. Mr. Didur (Computer Co-Ordinator) will provide more details at the Microcomputer meeting, as to these implications.

Mr. Mulholland noted that many of these responsibilities and duties are the same as the site administrators who receive an extra allowance to perform those tasks.

Mr. Rielly confirmed site administrators receive an allowance, approximately $600 per year, plus two half-days per month excused from class.

Miss Detwiler was concerned that in-school site administrators lose class teaching time whenever a problem occurs in the computer lab, as they are called out to assist.

Ms. Rappolt noted the tremendous growth in computer use over the past few years. She agreed that site administrators were originally to instruct teachers how to operate machines, which means they must train 50 - 60 people. She believes we need to look at the

amount of equipment we now have and what our expectations are.

Discussion followed regarding the salary and posting of these positions. Ms. Rappolt, in reply to Mrs. Van Horne's question, noted that the software technician may have to be posted outside as she does not believe anyone currently on staff has the qualifications.

Plant Department

Mr. Orlando reviewed the Plant Department report, outlining the priority projects in the upcoming years, along with the increased Budget expenditures. Mr. Orlando is requesting three new positions:

Project Manager, Manager of Design Services and Electrical/Mechanical Draftsperson.

Miss Detwiler expressed her concern that if Vincent Massey is closed, the students will have to be housed elsewhere. This will be another project for later in this year. She emphasized these facilities must be completed and ready for these handicapped students at the time they are moved.

In response to Mrs. Lowe's question, Mr. Orlando explained that our own architect would be the Board's on-site, knowledgeable representative at all meetings with tradespeople.

A discussion followed regarding the hiring of a full-time architect. Several other suggestions were made which included: a) hiring an outside architect for the time period necessary, b) the possibility of the Board hiring an architect on a renewable contract basis.

Mr. Orlando noted that a three-year term of employment restricts the number of interested applicants for the positions. It would be preferable to have a senior, experienced architect, and salary was set as such.

Mrs. Van Horne suggested that all three of the positions could be on a contract basis.

Mr. Orlando noted that the Plant Manager could go on that basis as demand for that position is directly related to capital work the Board is undertaking. The other two positions would be on-going in order to maintain and upgrade our buildings in the system.

Mrs. Clarke raised the concern about having too many specialists on the Board which may reduce

flexibility and suggested the contract basis would answer the question.

Mr. Orlando explained that the structural engineer would not only help with major renovations and construction projects but everything from window replacements, roof rehabilitation projects, to parking lots, etc.

Dr. Johnston asked for information on the cost of support for the position of Project Manager, i.e., transportation, space, secretarial support, etc.

Mr. Orlando agreed the salary range did not include the allowance for transportation costs, which would be in addition. Space would be needed for an office but he expects secretarial support services would be handled by the current staff.

Mr. Hicks explained that the final costs for these positions would be available during the budget presentation.

Mr. Mulholland could not support the request for a Project Manager. He felt this was the duty of the Superintendent of Plant. He pointed out that the Board can contract the work out to an architectural firm as needed for construction projects.

Mrs. Deans was concerned about the Board building in positions that will not be needed five years later.

Mr. Orlando pointed out that our schools are getting older and age requires more maintenance, which will be on-going.

Mr. Penner cautioned that architect firms hire and fire architects as they have business. The Board operates a little differently, and once these positions have been added on a permanent basis, we will always have them.

In response to Mr. Kennedy's question, Mr. Orlando stated we have a total of 92 schools, for an approximate total of 100 buildings to maintain. Mr. Orlando also pointed out that he is the only civil engineer on the Board staff.

Mr. Kennedy was concerned that hiring outside would be more expensive than having our own staff. He also noted that once the Block 79 school was built, there would be another school required, possibly on the mountain.

Mrs. Stewart concurred that a contract for Manager of Design Services was the practicable way to go. She would like a structural engineer to protect the Board's interest on a long term basis.

Mr. Orlando noted there is no in-house structural capability on staff. The average age of our schools is 42 years and they require a lot of work and someone to assess those needs.

In response to Mr. Mulholland's inquiry, Mr. Orlando stated the Board uses four plumbing firms on a contract basis.

Miss Detwiler questioned the wording on Page 18. Mr. Orlando agreed that 'reasonable' should read 'renewable'.

Curriculum and Special Services Department

Mr. Yurkiw reviewed the report and the recommendation for one Speech Language Pathologist and one Speech Assistant. He introduced Ms. Sue Ham, Speech Pathologist and welcomed questions on the report.

Canon Rogers expressed dismay at the salary of the Speech Assistant and Mr. Yurkiw explained that they are hired from the Educational Assistant pool, after which they receive special training by a Speech Pathologist.

Mr. Sinclair advised that a recent Agreement produced salaries at the top range for a Speech Assistant of approximately $11.00 per hour, increasing to $11.50 per hour.

Much discussion centred on the waiting list and Mr. Yurkiw and Ms. Ham explained the figures to the members of the committee. Often there is a long wait for an assessment and the child could then wait for two years for further help. In mild cases, a home program is often sufficient. Profound cases are treated the most urgently, while moderate cases have the longest wait, due to lack of staff.

Mrs. Deans suggested speech correctionists - teachers with a certificate from the Ministry.

Ms. Ham noted speech correctionists can only assist in mild disorders.

Mr. Yurkiw described the difficulty in getting Speech Pathologists. The Board is advertising in universities and journals and we are negotiating

with Buffalo State University for placement of students for training in our schools.

Mr. Allen was concerned with the large number of students on the waiting list in Area 4.

Ms. Gillie stated that prior to this year, Area 4 had not been totally serviced. In September they had a backlog situation and more and more disorders are becoming apparent as more time is spent assessing children.

Mr. Yurkiw stated Speech Pathologists and Speech Assistants are co-ordinated by Mr. R. Adams, Special Education, out of Eastmount Park. He noted there is excellent co-operation among the staff and it is an excellent program.

Mr. Yurkiw agreed with Mr. Mulholland that we are in competition with other Boards across the province for Speech Pathologists. In talking with Speech Pathlogists in hospitals or clinics, he related they speak of the workload at the Board and the necessity for travel between schools, as perceived drawbacks. Salary is not always the prime motivator.

Mrs. Bishop noted that the field of Speech Language Development across the province has been slow to develop and agreed that speech correctionists could only help in mild cases.

All trustees were concerned about the number of children shown on the chart waiting for assessment and/or treatment. Following further discussion, Mr. Hicks thanked Ms. Ham for her attendance.

Pages 25A, 25B, 25C

Mr. Yurkiw explained that the position of Secretary to the Assistant Superintendent has been filled through the Job Experience Program which will end in June. Mr. Yurkiw is requesting that a permanent position be approved with a yearly salary of approximately $25,000.

Human Resources Department

Mr. Sinclair circulated a schematic showing the staff positions in the Human Resources Department. Mr. Sinclair reviewed the report. He emphasized the need for an organization to pay attention to employees and to value them and their contributions. He was particularly concerned about the amount of stress being placed on his staff due to shortage of staff and workspace.

Mr. Mulholland questioned the need for a WHMIS technician as he felt the responsibilities outlined in the report were those of the co-ordinator.

Mrs. Dean raised her concern about responsibility under the government hazardous materials program. She related an incident at McMaster where hazardous material was improperly disposed.

In response to further questions, Mr. Sinclair indicated that responsibility in such a situation would fall to the Director, front line management, and possibly trustees.

Discussion followed re staffing in the Staff Development Department and the Affirmative Action program.

Mr. Sinclair noted the position of Assistant in Staff Development was on a term basis. This position is up for renewal on a permanent status; Mr. Sinclair noted the tremendous work done by Ms. Cardwell.

In response to Mrs. Lowe's inquiry, Mr. Sinclair stated that the grant covering the Affirmative Action program had run out.

Mr. Sinclair is requesting a benefits clerk and pointed out that currently one staff member handles all the benefits for the entire system.

Mr. Allen expressed reluctance to support a Counsellor, Human Resources, as the Employee Assistance Program has an off-site counsellor available for staff.

In response to Mr. Stewart's question, Mr. Sinclair advised he was not aware of any Government funding for WHMIS for a technician or the program itself. We have hired students under government programs to work on this project.

Mrs. Lowe stated her appreciation for the employee staff chart, and in particular the names of the people currently holding the individual positions.

Finance Department

Mr. Shewfelt reviewed the Finance Department's request for five additional positions outlined in the report. He emphasized that since 1979 the budget had doubled from 100 to 200 million dollars and there had been no staff increase in that period. He credited his Clerical Staff for their ability to handle this workload increase. He noted that job stress was very high and staffing was such, that an absence on a pay day seriously affected their ability to process the pay completely and

accurately. He also noted that payroll errors place an added stress on relations with the Federations.

There were no questions following Mr. Shewfelt's presentation.

Superintendents of Schools

Ms. Gillie reviewed the request for two Administrative Assistants, Secondary Schools due to the number of students in the twinned schools of Hill Park/Sherwood and ScottPark/Sir Winston Churchill. She provided student statistics and briefly reviewed the job description of Administrative Assistant.

Miss Detwiler asked if the student statistics included part time and full-time students and adult education students.

Ms. Gillie stated that adult students enrolled in day school programs, for example, Grade 12 English, would be included in these figures.

In response to Mrs. Barker's inquiry Mr. Sinclair explained the qualifications for the position.

Mr. Kennedy complimented the officials on the unique presentation of program and personnel requirements prior to budget.

Following the above presentations, the procedure was discussed and the following motions presented:

Moved by Mrs. Van Horne:

That action be taken to post and interview for a secretary to the Superintendent of Information Management Services with the effective starting date as soon as feasible.

CARRIED.

Moved by Mr. Mulholland:

That one additional Speech/Language Pathologist and one additional Speech Assistant, be hired.

CARRIED.

Moved by Mrs. Clarke:

That the requests relating to the Program and Personnel Priorities be referred to Budget Review.

Moved in amendment by Mrs. Bishop:

That recommendations 1, 2, 3, and 4 of the Program and Personnel Priorities of the Human Resources Department, be approved as presented to the members.

LOST.

Moved in amendment by Mrs. Deans:

That one Financial Services position of the Program and Personnel Priorities of the Finance Department, be approved as presented to the members.

LOST.

Mrs. Clarke's motion was then put to a vote and was **CARRIED.**

The following clauses were discussed In-Camera:

Moved by Mrs. Clarke:

That the Chairman of Personnel & Organization establish an ad hoc Committee of five Trustees to meet with appropriate support staff in order to review the submission regarding Salary and Conditions of Work for Senior Officials and bring recommendations back to the Personnel & Organization Committee.

CARRIED.

Moved by Mrs. Clarke:

That the following recommendation of the Director of Education be approved as presented to the members.

(a) That John Paterson be reassigned from the position of Internal Auditor (Administrative Category 7 - $45,410 maximum) to the position of Senior Accounting Analyst (Administrative Category 9 - $42,826 maximum) effective 1989 01 20.

CARRIED.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mr. Allen:

That the recommendations of the Director of Education be approved as presented to the members.

CARRIED.

Read and confirmed,

.....
Chairman

cv

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FEBRUARY, 1989

PERSONNEL AND ORGANIZATION COMMITTEE

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

INDEX OF THE

PERSONNEL & ORGANIZATION COMMITTEE

1989 02 09

GENERAL **PAGE**

NEW BUSINESS:

ELEMENTARY/SECONDARY

NEW BUSINESS:

MINUTES OF THE

PERSONNEL & ORGANIZATION COMMITTEE

1989 02 09

Present: Trustee W. Hicks (Chairman); Trustees Baskin, Johnston, Mulholland, Paquin, R. Stewart, Van Horne and Clarke

Also Present: Trustees Allen, Barker, Bishop, Cunningham, Deans, Desmarais, Detwiler, Kennedy, Korz, Penner, and A. Stewart.

Officials Present:
K. A. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
B. Sinclair (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Finance and Treasurer)
P. Beveridge (Superintendent of Curriculum, Special and Educational Services)
R. Kawai (Superintendent of Information Management Services)
J. Forrester (Superintendent of Schools - Area 1)
P. Gillie (Superintendent of Schools - Area 4)
D. Rothwell (Superintendent of Schools - Area 5)
R. Lavoie (Superintendent of Schools - French as a First Language)
R. Kennedy (Assistant Superintendent of Staffing)
J. Yurkiw (Assistant Superintendent of Special Services)
L. Dixon (Manager, Computer Services)
S. Rogers (Assistant to the Secretary)

The Chairman called the meeting to order and asked for confirmation of the minutes of the last regular meeting and the special meeting of January 19th, 1989.

Moved by Mrs. Baskin:

That the minutes of the last regular meeting and the special meeting of January 19th, be accepted as presented to the members.

CARRIED.

GENERAL

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mrs. Clarke:

That the recommendations of the Director of Education be accepted as presented to the members.

Mrs. Van Horne asked that Clause (b) on Page 1 be dealt with In-Camera.

Mr. Hicks agreed to have this Clause moved to the In-Camera portion of this meeting.

Mrs. Clarke asked what the practice has been in connection with Clause (t), evening meeting rates for Recording Secretaries.

Mr. Sinclair stated this was a continuation of a compensation practice which was last changed in September, 1984. Staff are paid a salary and for evening meetings they are paid an allowance per meeting based on meeting length.

Mrs. Clarke was pleased to see the increase due to the workload of this position.

Mrs. Bishop pointed out that staff are penalized for working longer meetings.

Mr. Sinclair confirmed for Mrs. Detwiler that the Board will pay for a taxi following evening meetings, if necessary.

Mrs. Deans suggested the Recording Secretaries be paid $20 per hour, with a bonus for meetings over 3 hours in length.

Moved in amendment by Mr. Mulholland:

That Clause (t) be amended to read: That effective 1989 02 20 the Recording Secretaries be paid for performing stenographic duties at evening Board committee meetings on a schedule of $20 per hour.

Mrs. Baskin wanted this item discussed by the Salary Committee as she did not feel it should be discussed at the Personnel & Organization meeting. She said she would like to refer this item at the appropriate time and Mrs. Clarke agreed.

In response to Mr. Stewart's question, Mr. Sinclair indicated that there was no Collective Agreement involved.

Miss Detwiler supported the motion and noted there was a lot more involved than taking minutes.

Mrs. Deans also supported the motion. She felt the minutes were done well by the staff, and that it was a difficult job.

Miss Cunningham requested clarification that the staff does not receive any other form of

remuneration for meetings, although she supported the motion.

Mr. Sinclair noted the staff can either take straight time off in lieu or remuneration for evening meetings.

In response to Mr. Kennedy's question, Mr. Sinclair stated the staff works regular office hours of 9 a.m. to 5 p.m., plus any meetings.

Dr. Johnston stated that a proper remuneration is basic to the Recording Secretaries' time and he felt it should be referred to the Salary Committee to be seen in terms of the total picture.

Mr. Sinclair did not believe it was appropriate to refer this matter to the Salary Committee which, under the terms of reference, is responsible for remuneration or negotiations of groups under a Collective Agreement. This matter is properly before the Personnel & Organization committee.

Mrs. Baskin felt some in-depth consideration should be given to this matter by the Salary Committee.

Moved in amendment by Mrs. Baskin:

That the following recommendation be referred to the Salary Committee:

(t) That effective 1989 02 20 the Recording Secretaries be paid for performing stenographic duties at evening Board committee meetings according to the following schedule:

Meeting lasting up to 2 hours	- $40
Meeting lasting up to 3 hours	- $50
Meeting lasting more than 3 hours	- $60

Mr. Mulholland agreed with Mr. Sinclair that this matter should be dealt with at this committee and he would not support the motion.

Miss Detwiler added her support to Mr. Mulholland's motion of an increase for the staff, whom she felt were very competent.

Mrs. Baskin's motion of referral was put to a vote and was **LOST**.

Mrs. Clarke felt this salary change should be fitted into the overall pay of employees at the

Board. She suggested it be referred to the Ad Hoc committee dealing with salaries and working conditions of Senior Officials, to be added as a second item for consideration.

Moved in amendment by Mrs. Clarke:

That the following Clause (t) be referred to the Ad Hoc committee established to study the Salary and Conditions of Work for Senior Officials:

That effective 1989 02 20 the Recording Secretaries be paid for performing stenographic duties at evening Board committee meetings according to the following schedule:

Meeting lasting up to 2 hours	- $40
Meeting lasting up to 3 hours	- $50
Meeting lasting more than 3 hours	- $60

Mr. Hicks explained that the Ad Hoc committee would be meeting with the next two weeks, and the major issue of that committee was the report tabled earlier at the In-Camera meeting in connection with salaries and benefits associated with senior officials.

Mrs. Stewart was concerned that a straight rate would prove more difficult to monitor. She also inquired if this was setting a precedent?

Mr. Sinclair noted the precedent would be in sending it to the Ad Hoc committee for study. He agreed that the finer the calculation, the more scrutiny would be involved for administration.

As Chairman, Mr. Hicks recognized the direction stated by Mr. Sinclair that the matter belongs to this Committee.

Mrs. Deans was concerned that if the meeting only lasted half an hour there was no set minimum.

Dr. Johnston agreed to support Mrs. Clarke's motion as he felt it would be good business practice to examine the rationale of the recommendation.

In response to Mr. Mulholland's inquiry, Mr. Sinclair stated the staff is currently being paid $10 less for each meeting, as follows:

Meetings lasting up to 2 hours - $30
Meetings lasting up to 3 hours - $40
Meetings lasting more than 3 hours - $50

In response to Mr. Mulholland's question, Mrs. Clarke re-stated she felt it was good business practice to look at these rates on the broad view of this organization. She wanted it referred and to come back to this committee after it had been looked at in reference to other rates of pay.

Mr. Korz felt this was the time to discuss this item and asked for some clarification behind the rationale for the increases.

Mr. Sinclair noted the last increase to these meeting rates was September, 1984 and this recommendation would amount to a 20% increase over the last 4 years, or 5% per year. He felt the rate has been largely underpaid. He expects the adjustment would increase the $2-$3,000 yearly cost by $400. He re-iterated that a substantial rate increase was recommended due to the four year span since the previous rate increase.

Miss Detwiler felt it was unnecessary to compare rates with all other secretarial or clerical positions as this affects only two people.

Mrs. Clarke's motion of referral was put to a vote and was **LOST.**

Mrs. Van Horne asked that an amendment be made to Mr. Mulholland's motion to read 'Meetings up to 2 hours, or any part thereof - $40"

Mr. Mulholland agreed.

Mrs. Bishop was concerned that in trying to improve the rate of pay, we are penalizing the staff working long meetings. She would like to see "and $20 per hour thereafter" added to the amendment.

Mrs. Van Horne asked that the amendment be changed to read: 'Meetings up to 2 hours, or any part thereof - $40, and $20 per hour thereafter'. She did not want staff penalized in the event a meeting lasted less than an hour and did not want the rate pro-rated.

Mrs. Baskin, Mr. Desmarais and Mrs. Deans spoke in support of a minimum rate.

Mr. Hicks asked that Mr. Mulholland's amendment be read before voting:

That effective 1989 02 20 the Recording Secretaries be paid for performing stenographic duties at evening Board committee meetings according to the following schedule:

Meeting lasting up to 2 hours, or any part thereof, $40, and $20 per hour thereafter.

Mr. Hicks called for a vote on the amendment as read.

CARRIED.

Mrs. Clarke's original motion as amended was put to a vote and was **CARRIED.**

Personnel Training Report

Moved by Mrs. Clarke:

That the Personnel Training Report for 1988 be approved as presented to the members.

Mrs. Van Horne noted that nothing on this sheet deals with Trustees' allowance for staff development.

Mr. Hicks stated it is not included as this refers to staff only.

Mrs. Van Horne asked if it was possible to get a six-month tally of allowance expenditures for trustees; she would find it personally helpful.

Mrs. Baskin asked that the trustee forms used to submit expenses be updated.

Mr. Rielly noted they were in the process of being changed.

Mrs. Bishop asked for clarification of the kinds of items covered by this report.

Mr. Shewfelt stated it would include conventions, conferences, workshops, and seminars. The Affirmative Action program operated for staff is in this budget as well, under Business Administration.

Mr. Shewfelt further indicated that training associated with Pay Equity and in-service training

for Workplace Hazardous Materials Information System was included.

The motion was put to a vote and was **CARRIED.**

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Dr. Johnston:

That the recommendations of the Director of Education be approved as presented to the members.

In response to Mr. Allen's question Mr. Sinclair explained that all Leaves of Absence are without pay.

The motion was put to a vote and was **CARRIED.**

The meeting was then adjourned.

Read and confirmed,

.....
Chairman

cv

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MARCH, 1989

PERSONNEL AND ORGANIZATION COMMITTEE

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

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1989 03 09

GENERAL **PAGE**

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NEW BUSINESS:

MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
1989 03 09

Present: R. Mulholland (Chairman Pro Tem); Baskin, Johnston, Paquin, R. Stewart Van Horne and Clarke.

Also Present: Trustees Barker, Bishop, Cunningham, Desmarais, Deans, Detwiler, Kennedy, Korz, Penner, Rogers and A. Stewart.

Officials Present:
K. A. Rielly (Director of Education and Secretary)
A. L. Stockwell (Associate Director of Education)
P. Beveridge (Superintendent of Curriculum and Special & Educational Services)
B. Sinclair (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Finance and Treasurer)
R. Kawai (Superintendent of Information Management Services)
J. Forrester (Superintendent of Schools, Area 1)
P. Gillie (Superintendent of Schools, Area 4)
D. Rothwell (Superintendent of Schools, Area 5)
R. Lavoie (Superintendent of Schools, French as a First Language)
G. Rappolt (Assistant Superintendent, Curriculum)
J. Yurkiw (Assistant Superintendent, Special Services)
S. Rogers (Administrative Secretary)

Mr. Rielly called for nominations for Chairman in the absence of Trustee Hicks.

Moved by Mrs. Clarke:

That Mr. Mulholland be appointed Chairman Pro-Tem for this meeting.

Moved by Mr. Penner:

That nominations be closed.

The motion was put to a vote and was **Carried**.

Mr. Mulholland asked for confirmation of the minutes of the last meeting.

Moved by Mr. Stewart:

That the minutes of the last meeting be approved as presented to the members.

Carried.

At Mr. Korz' request, a moment of silence was observed in memory of the late Father Sean O'Sullivan.

GENERAL

New Business

Recommendations of the Director of Education

Moved by Canon Rogers:
That the recommendations of the Director of Education be accepted as presented to the members.

Relative to Dr. Pryor's request for a leave of absence, Mrs. Clarke commented on the expertise he has brought to the Hamilton Board.

Mr. Kennedy questioned the impact Dr. Pryor's absence would have on the backlog of cases in the Psychological Services Department.

Mr. Beveridge explained that Dr. Pryor will be collaborating on a book with Dr. John Harris and developing additional expertise that could prove of value to our Board in the future. Relative to a replacement, Mr. Beveridge said that a registered psychologist is required to sign all reports; however, he did not think this would present a problem nor extend the waiting list.

Mrs. Baskin asked whether the salary stated for the Lunchroom Program Leader was pro-rated and made reference to previous discussions on this issue.

Mr. Sinclair said that the person appointed was offered this position on a 12-month basis. Therefore, the salary is not pro-rated.

Mrs. Baskin asked if there were other staff members that received pro-rated salaries.

Mr. Sinclair mentioned some school secretaries, Education Assistants and Lunchroom Supervisors were on 10 month positions as well as one administrative position. In response to further questions by Mrs. Baskin, Mr. Sinclair said that all positions would be reviewed by the Job Evaluation Project and a value and salary rating for these positions. It was his opinion that all positions should be stated as yearly salaries for comparative purposes.

Mrs. Baskin requested whenever a pro-rated position comes before the Trustees that they be informed of that rate as well as the annual salary.

Pay Equity Update

Mr. Sinclair reviewed the status of the various Pay Equity projects as outlined in the report. In the list of Pay Equity Plans to be posted, Mr. Sinclair added the OPSTF elementary occasional teachers to make a total of 9 plans.

Mr. Sinclair expects concrete information relative to the first stage of the process involving the integrated clerical and administrative project to be ready for the Board in the near future.

Dr. Johnston asked if Pay Equity discussions will involve the non-degree elementary school teachers compared with non-degree secondary school teachers.

Mr. Sinclair said that he expects discussions will surface relative to this as the provincial FWTAO has strongly stated its position on this issue.

It was agreed that this report be received for information.

Report of the Affirmative Action Committee

Moved by Miss Cunningham:

That the Report of the Affirmative Action Committee be approved.

Mrs. Barker asked for the difference between setting quotas and setting targets.

Ms. Sproule-Jones emphasized that quotas are not targets; a quota is a mandatory goal; a target represents something for which to aim. By viewing projected vacancies along with the recruitment pool a target becomes the hiring expectation over a period of time if the selection procedures are operating in a fair and unbiased manner.

Mrs. Barker asked what would be done to make sure that our selection procedures are unbiased.

Ms. Sproule-Jones replied that she has been working with the Human Resources Department to ensure consistent hiring procedures. She is now working with the Staff Development Department in planning a workshop for people involved in the selection procedures to understand the requirements of the Human Rights Code as well as the needs and requirements of the Hamilton Board.

Mrs. Van Horne referred to the 1985 Ontario target figures and, assuming that these were the latest figures, asked whether they related only to education.

Ms. Sproule-Jones said that the figures are the latest ones from the Ministry and are based on statistics from school boards' Affirmative Action Reports.

Mrs. Van Horne was pleased to see the Hamilton Board setting targets.

Mr. Korz asked how the Board would attract people to positions that are not attractive to the targeted group, e.g. males into clerical positions.

Mr. Sinclair said that some of that would be determined by the market but indicated there would be pro-active steps taken as needed such as re-training of present employees.

Mrs. Clarke asked whether the percentage of male vs female applications for positions is known.

Mrs. Sproule-Jones said there is an applicant tracking system being put into place on a pilot project.

Mr. Stockwell said that beginning in September, the Ministry of Education will require a list of all positions of responsibility in the Board that have become vacant. As well, information such as the number of applications, the number of female and male applications and whether the position was filled by a male or female will be required on the September Report to the Ministry.

In response to Ms. Stewart's question, Ms. Sproule-Jones said that she feels employees are looking at long range goals and making more career plans.

Ms. Stewart hoped that some of the sexual stereotyping that has occurred can be eliminated as attitudes are worked through the students in the school system.

Ms. Sproule-Jones confirmed for Ms. Stewart that equality still creates a sense of being threatened for some people.

The motion was then put to a vote and was **Carried**.

Ms. Sproule-Jones introduced a video on harassment called "Harassment - It's No Joke". She explained that it was produced by the Hamilton Board with the co-operation of the Hamilton Players' Guild. The video is used by volunteers known as communicators as part of their in-service to various staff on the Board's Harassment Policy. The committee then viewed the video.

Report of the Committee to Study the Salary and Working Conditions for Senior Officials

The following motion was passed at an in-camera session:

Moved by Mrs. Clarke:

That the Ad Hoc Report of the Committee to Study the Salary and Working Conditions for Senior Officials be referred back to that committee to allow further negotiations.

Carried.

Elementary/Secondary

Recommendations of the Director of Education

Moved by Miss Detwiler:

That the recommendations of the Director of Education be accepted as presented to the members.

Mrs. Deans declared a conflict of interest and stated she would not vote on this motion.

The motion was put to a vote and was **Carried**.

The following motion was approved at an in-camera session:

Moved by Miss Cunningham:

That Phillip Morgan be appointed to the position of Acting Vice-Principal of an Elementary School, effective 1989 03 20, with salary according to schedule. **Carried**.

Request re "Four over Five"

Moved by Miss Cunningham:

That the following Request re "Four Over Five" plan be approved:

That approval be granted for the request of Roger Baxter to change the dates of his Leave of Absence under the Salary Holdback Plan ("4 over 5") of the 1988-1989 Elementary School Collective Agreement, from the 1989-1990 school year to the 1990-1991 school year, effective 1990 09 01 to 1991 08 31. **Carried**.

The meeting then adjourned.

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Chairman.

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APRIL, 1989

PERSONNEL AND ORGANIZATION COMMITTEE

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

I N D E X

PERSONNEL & ORGANIZATION COMMITTEE

1989 04 13

GENERAL

ELEMENTARY/SECONDARY

MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
1989 04 13

Present: W. Hicks (Chairman); Trustees Baskin, Johnston, Mulholland, R. Stewart, Van Horne and Clarke.

Not Present: Trustee Paquin.

Also Present: Trustees Allen, Barker, Bishop, Cunningham, Detwiler, Kennedy, Korz, Lowe and Rogers.

Officials Present:
K. A. Rielly (Director of Education and Secretary)
A. L. Stockwell (Associate Director of Education)
P. Beveridge (Superintendent of Curriculum and Special & Educational Services)
B. Sinclair (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Finance and Treasurer)
R. Kawai (Superintendent of Information Management Services)
F. Kelly (Superintendent of Schools, Area 2)
R. Binns (Superintendent of Schools, Area 3)
P. Gillie (Superintendent of Schools, Area 4)
D. Rothwell (Superintendent of Schools, Area 5)
R. Lavoie (Superintendent of Schools, French as a First Language)
G. Rappolt (Assistant Superintendent, Curriculum)
J. Yurkiw (Assistant Superintendent, Special Services)
D. Russon (Personnel Analyst)
S. Rogers (Assistant to the Secretary of the Board

Moved by Mr. Stewart:

That the minutes of the last meeting be approved as presented to the members.

Carried.

GENERAL

New Business

Recommendations of the Director of Education

Moved by Canon Rogers:

That the recommendations of the Director of Education be accepted as presented to the members.

Carried.

Pay Equity Update

Mr. Sinclair reported that the project is preparing for the next stage where the results will be shared with the individual employees. The three dates listed in the report have been set aside for group meetings with the employees to review the process of Pay Equity as well as to outline the rights and procedures for appeals. Mr. Sinclair emphasized that the dissemination of the results and the receiving of feedback from the employees will be a large undertaking in itself. Seven hundred employees are represented in this first phase of the project. Mr. Sinclair indicated that trustees would be welcome to attend any of the employee information sessions. He mentioned that a Caucus has

been set for May 1 to provide further information to the trustees.

It was agreed that this report be received for information.

Issues from Conference

Personnel Matters

Mrs. Bishop attended a Focus on Leadership Conference: Affirmative Action in School Boards, along with Bruce Sinclair and Linda Sproule-Jones.

Mrs. Bishop presented a report on a workshop entitled "Human Resources Planning: Maximizing the Strengths and Managing the Limitations" which dealt with the process of recruitment and promotion practices at the North York Board of Education.

Mrs. Bishop referred to the exciting ideas presented at this session and highlighted these various aspects in her report.

Moved by Mrs. Bishop:

That the officials be requested to review the North York Board's Department of Human Resources' hiring and promotion practices and bring back a report to the Board.

Mr. Sinclair said that he was also impressed with the planning, training and integration of this program and indicated that contact has been made with the North York Board for more information about the process. He said he would be willing to share this information with the trustees.

Mrs. Van Horne questioned the intent of the motion. Was it to receive a report on the process of the North York Board or was it to received a general report on what hiring practices could be incorporated into our procedures.

Mrs. Bishop assumed the officials would want to decide what aspects were relevant to current procedures.

While Mrs. Van Horne agreed that our Board should examine practices of other Boards, she was unsure of the purpose of having a report back to this committee. In acknowledging that the Hamilton Board does not have a policy relative to hiring procedures, she sees it as a management responsibility and was in favour of staff accessing this information to extract the good things to incorporate into our current practices.

Mrs. Baskin said she would be supporting the motion and spoke of her perceived need for an overall hiring policy for the Board. She referred to the Affirmative Action reports that show minority groups and various religions are under-represented. She was in favour of having a report brought back to this committee.

Mr. Sinclair said that all hiring is the responsibility of the Human Resources Department and they are working towards an integrated, unified hiring and recruitment process.

Mrs. Clarke agreed with Mrs. Van Horne that this is an operational matter and pointed out that any information obtained from the North York Board would be available to trustees.

Mrs. Bishop felt a report would be useful to the Board as there is not a written policy at present and this would help in moving toward the goal of an integrated policy taking into consideration affirmative action and racial and minority groups. She pointed out that the Board should be thinking about identifying areas where it lacks staffing policies. Since it will be facing large staff changes there is a need to develop good hiring practices.

Mr. Rielly said he appreciated the request for the report and agreed that we can learn from other Boards. He wished to clarify for some trustees that the Board does not have a policy because trustees elected not to go in that direction. He stressed that, although there is no formal policy, there are definite procedures that are followed. He pointed out that other organizations and groups view Hamilton's promotion practices as exemplary, particularly as it relates to principals and vice-principals, and people have visited this Board to look at the procedures in order to help them in the development of their own policy.

The motion was put to a vote and was Lost.

ELEMENTARY/SECONDARY

Recommendations of the Director of Education Moved by Mr. Stewart:

That the recommendations of the Director of Education be accepted as presented to the members.

Mrs. Baskin asked whether the people named in these recommendations are representative of minority groups.

Mr. Rielly referred to the tracking system currently being implemented that will attempt to answer this kind of question; however, he could not respond to Mrs. Baskin's question by looking at the names.

Mrs. Baskin expressed her concern that when it comes to doing the actual hiring, the "motherhood" statements that are made relative to affirmative action programs and race relations do not, in reality, have a bearing on what is done.

Mr. Kennedy in turn said he thought the work of the committees is valuable and objected to some of the generalizing and sweeping statements of Mrs. Baskin.

The motion was put to a vote and was Carried.

School Administrative Requirements

Mr. Stockwell said that the Superintendents of Schools have begun to plan for the organization of schools for next year. As a result, the recommendations before the trustees concern changes in administration in some schools. He briefly outlined the rationale for each recommendation as follows:

(a) This recommendation involves three small schools - Allenby, Central and Ryckman's Corners. The recommendation that the principal of the school also be the Learning Resource Teacher would enable the principals to be in the school on a full time basis and provide greater flexibility as the work of the LRT is done on a withdrawal basis and can be adjusted to the schedule of

the school or class. This position is viewed as a half-time Principal and a half-time LRT.

(b) Vincent Massey is a small school that will be in its last year of operation in 1989-90. Thornbrae is a school within the immediate vicinity of Vincent Massey. Administration feels it would be appropriate to have one principal responsible for Thornbrae and Vincent Massey for the coming year to oversee the closing of Vincent Massey. However, in order to do this, a vice-principal is being requested for Vincent Massey as they feel it is important to have a person there on a full-time basis.

(c) Taking into consideration the size of Bagshaw School, the construction and renovations taking place in transferring this school into a junior school and a middle school, the officials feel it could be administered more appropriately with two principals - one for the junior school and one for the middle school.

(d) If (c) is approved, it is being recommended that the number of vice-principals at Bagshaw be reduced by one.

Mr. Stockwell pointed out that (c) and (d) are linked together.

(e) Two hundred Wentworth County students are enrolled in Sherwood Secondary School with eleven Wentworth County teachers augmenting the Sherwood staff. When this arrangement was initiated last year, Wentworth County assigned a vice-principal at no cost to the Hamilton Board. It was understood at the time that this assignment would be for one year. Wentworth County feels they cannot continue to assign a vice-principal.

For further information, he said that Wentworth County pays their staff at Sherwood and the Hamilton Board recovers money from Wentworth County through non-resident fees for the two hundred students. He pointed out that the enrolment of Wentworth County students will increase to 270 for September, 1989, resulting in an additional 5 teachers for a total of 16 Wentworth County teachers. The officials feel there is a definite need for a second vice-principal in the school.

(f) A great deal of planning has to take place in preparation for the educational program. The vice-principal would be assigned the responsibility for developing the curriculum and preparing an exemplary program for the education of vocational students who will attend Delta in September, 1990.

This additional vice-principal would be off-set by the closing of Albion and would reduce the number of vice-principals in the secondary panel by one.

Mr. Stockwell relayed the following financial implications to these recommendations:

The budget cost for recommendations (a) - (f) for the coming year is $32,632; the annualized cost is $81,149.

Recommendations (a) to (d) are all elementary schools and represent a cost of $6,286; the annualized cost is $15,717.

Recommendations (e) and (f) are secondary schools and represent a budget cost of $26,345; $65,432 is the annualized cost.

Mr. Hicks requested clauses (a) to (d) be dealt with as one item.

Moved by Mrs. Van Horne:

That the clauses (a) to (d) of the report re School Administrative Requirements be accepted as presented to the members.

Mr. Korz expressed his concern about (b) and the inconsistency he saw with a recommendation for a principal at Ryckman's Corners but not the same recommendation for Vincent Massey. He saw both schools as requiring resident principals and requested (b) be voted on separately.

Miss Detwiler asked for the enrolment of the schools in clause (a).

Mr. Rothwell said that Ryckman's Corners has approximately 100 students with 1 JK, 1 SK, 1/2, 2/3, an autistic class and a GLD class.

In answer to Miss Detwiler's concern about whether there would be a specified amount of time required in the principal's role of LRT, Mr. Stockwell replied that administration views this position as a half-time Principal and half-time LRT.

Miss Detwiler commented that she liked the suggestion of that arrangement.

Mr. Stockwell confirmed for Miss Detwiler that Thornbrae's enrolment is expected to decrease by 84 with the new Lincoln Alexander School and the enrolment at Vincent Massey is expected to stay about 35.

Miss Detwiler said she was in favour of the clause (b), provided Thornbrae did not continue to grow in numbers.

Mr. Stockwell assured Miss Detwiler that should Thornbrae continue to grow, it will soon reach the point where a vice-principal would be justified. He said that the enrolment at Thornbrae is expected to be about 510.

Mr. Kelly reported that Allenby is expected to have an enrolment of 79 in September, 1989; Central's enrolment is expected to be 123 in September, 1989.

Mr. Mulholland said he could not support a motion to appoint a principal to oversee construction or renovations.

Mr. Mulholland further questioned the recommendation in relation to negotiations which require a vice-principal for a specific number of students. If one of these vice-principals is removed, as in this recommendation, would this not violate the contract.

Mr. Stockwell stated there are 1100 students in that school and the principals would be responsible for a school and not just overseeing construction. One principal would be expected to interact with the community concerning the transition or transfer from the middle school from Bagshaw facility to the new facility at Albion. The other principal would interact with the contractor and the community regarding the new junior school.

The vice-principal that would remain would be vice-principal of the junior school thereby meeting the collective agreement.

Mr. Mulholland said since the school situation is not changing, i.e. JK-8 elementary school with the same number of students, the administrative structure should remain the same - a principal and two vice-principals.

Mr. Stewart requested each of these clauses be voted on separately.

Mrs. Bishop asked if each of these principal positions will be posted.

Mr. Stockwell said any additional principalships which were required will be selected from the pool of candidates.

Mrs. Bishop pointed out that four of the new positions will have special education responsibilities and questioned whether the principal appointed would have the appropriate qualifications.

Mr. Stockwell replied that it is the intention to select principals with the necessary qualifications. He said that Part One or equivalent of Special Education would be a requirement and most people being considered would have had some special education experience.

Mrs. Bishop re-phrased the intention to be a hope rather than a requirement.

Mr. Stockwell said that candidates would be reviewed by the Superintendents of Schools along with Mr. Beveridge and the people from special education would have input.

Mrs. Bishop pointed out that LRTs are important people and she supported the recommendation as an interesting way to provide a good service to the schools provided the principal is qualified.

Mr. Kennedy supported the officials' ability to place the appropriate people in each of the school situations.

Mrs. Clarke spoke in favour of clause (d) and referred to the enormous size of the school. She saw the middle school benefitting by having a person to help facilitate the transfer.

Mrs. Baskin asked about the collective agreement and principals not teaching or filling other roles.

Mr. Sinclair said that this issue has been raised in negotiations and in discussions with branch affiliates but nothing, to his recollection, is in the collective agreement that requires a principal to be a full-time administrator of the school.

Mr. Stockwell gave his assurance that administration will appoint people to the positions that have qualifications to do the job.

Mrs. Van Horne agreed to have the clauses voted on separately.

Clause (a) was put to a vote and was Carried.

Clause (b) was put to a vote and was Carried.

Clause (c) was put to a vote and was Carried.

Clause (d) was put to a vote and was Carried.

Moved by Mrs. Van Horne:

That clauses (e) and (f) of the report re School Administrative Requirements be accepted as presented to the members.

Miss Cunningham questioned the possibility of negotiating the placement of an additional vice-principal at Sherwood School with Wentworth County.

Mr. Stockwell pointed out that this arrangement originally called for Wentworth County to provide staff at a ratio of 15-1 at Sherwood Secondary School to cover Wentworth County students. They offered to place a vice-principal in the school for one year and made it clear they were able to do this because the closure of Winona School created an additional vice-principal whom they placed at Sherwood School to facilitate the transfer. The offer was made for one year only.

Mr. Stockwell stated that the current enrolment at Sherwood requires a principal and vice-principal but is close to requiring a second vice-principal.

Miss Cunningham saw it as appropriate for the Wentworth County Board to contribute financially towards the salary of the vice-principal if administrative work for their students and teachers is required.

Mr. Stewart asked that these clauses be voted on separately.

Mr. Stockwell said the intention of clause (f) is to have a vice-principal responsible for the development and implementation of the new program required by the addition of vocational students to the program at Delta.

The vice-principal's role would be to make provision for the renovation to the facilities, interact with other Boards with similar types of programs so our program would be based on the best programs, assist with appropriate staffing of the school and assist as a vice-principal in any other capacity as deemed appropriate by the principal of the school.

Mr. Stockwell said that there is already curriculum for vocational students but it needs to be modified. It would be difficult for the principal to do that task and administer the school at the same time.

Dr. Johnston expressed his concern regarding adding to the hierarchy of the school although there would be no increase in students. He asked whether the appointment would be for this one year.

Mr. Stockwell said their expectation is this is for one year; however, if numbers warrant, a vice-principal would remain in the school.

Mr. Kelly said the current enrolment at Delta is 700+ and is expected to be about 750 for September, 1989.

Mr. Mulholland could not support this recommendation as the enrolment for the vocational program for September, 1990 is unknown. He felt to put in a vice-principal at this time would be irresponsible.

Miss Detwiler didn't want to add staff unnecessarily but felt this situation warranted such a placement to help staff come to an understanding of the vocational students.

Mrs. Lowe didn't see the addition of a vice-principal as absolutely paramount to the needs of the school and said she could not support the recommendation.

Mr. Allen would support the recommendation as it was a unique situation being developed at Delta and, in order to make it successful, he felt the Board had to supply the maximum support it could.

Mr. Allen also said he agreed with Miss Cunningham's suggestion of approaching the Wentworth County Board for remuneration if one-third of the student body is composed of students outside of Hamilton.

Miss Gillie pointed out that although students are from Wentworth County the students are a part of Sherwood School. Most classes are serviced by all staff regardless of whether the students were Hamilton or Wentworth County residents.

Mr. Kennedy could understand some of the concerns expressed by trustees but agreed the transition period at Delta is important and, therefore, supported the motion.

Clause (e) was put to a vote and was Carried.

Clause (f) was put to a vote and was Lost.

Moved by Mr. Korz:

That the Wentworth County Board be approached for remuneration towards the cost of a vice-principal on a pro-rated basis.

Dr. Johnston was concerned that Wentworth County is being charged more than the grant. If this were true, he felt Wentworth County should not be approached to provide a pro-rated subsidy for a vice-principal as well.

Mr. Stockwell said that Wentworth County pays the same fee for a non-resident student as any other Board would pay to Hamilton if they sponsored students in our schools.

Miss Cunningham asked what would happen to the vice-principal should Wentworth County withdraw their students. Would that person be kept on staff.

Mr. Stockwell replied that the person would remain in the system. The Board has a responsibility to place a person in a vice-principal role if one exists. On the other hand, they are not obligated to have a person in a position of responsibility if no position of responsibility exists.

Discussion followed relative to whether the Wentworth County staff are paid by their Board and then reimbursed from the

Hamilton Board and just what the non-resident fees charged the Wentworth County Board cover.

Numerous trustees felt it made good business sense to attempt some reimbursement for the additional staff being requested, while others felt the non-resident fee was adequate and did not want to approach Wentworth County with such a suggestion.

Mr. Shewfelt offered to obtain more specific information relative to the implications of making such a request of Wentworth County.

Mr. Korz agreed to table his motion until a report could be prepared by the officials.

Dr. Johnson clarified that this would mean there would be no contact with Wentworth County regarding this suggested arrangement.

The meeting then adjourned.

READ AND CONFIRMED.

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Chairman

rm

JUNE, 1989

PERSONNEL AND ORGANIZATION COMMITTEE

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

I N D E X

PERSONNEL & ORGANIZATION COMMITTEE

1989 06 08

GENERAL

NEW BUSINESS: **PAGE**

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

NEW BUSINESS:

MINUTES OF THE

PERSONNEL & ORGANIZATION COMMITTEE

1989 06 08

Present: W. Hicks, (Chairman); Trustees Baskin, Mulholland, Paquin, R. Stewart, and Van Horne.

Not **Present:** Trustees Johnson and Clarke.

Also **Present:** Trustees Allen, Bishop, Deans, Desmarais, Detwiler, Kennedy, and Lowe.

Officials **Present:** K. Rielly, Director of Education and Secretary
A. Stockwell, Associate Director of Education
B. Sinclair, Superintendent of Human Resources
P. Beveridge, Superintendent, Curriculum, Special and Educational Services
F. Kelly, Superintendent of Schools - Area Two
P. Gillie, Superintendent of Schools - Area Four
J. Yurkiw, Assistant Superintendent, Special Services
R. Kennedy, Assistant Superintendent of Staffing
S. Rogers, Assistant to the Secretary

Mr. Hicks called the meeting to order and asked for confirmation of the minutes of the 1989 05 11 meeting.

Moved by Miss Detwiler:

That the minutes of the last meeting be approved as presented to the members.

CARRIED.

GENERAL

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mr. Kennedy:

That the recommendations of the Director of Education be approved as presented to the members.

CARRIED.

Hiring of Learning Resource Teachers (requested by Trustee Bishop)

Mrs. Bishop reviewed her submission and recommendations for the members.

Moved by Mrs. Bishop:

That the following recommendations regarding the Hiring of Learning Resource Teachers be approved:

a) The Position of Learning Resource Teacher be considered for posting.

b) A standard system-wide interviewing process be designed for the position of Learning Resource Teacher, after the skills needed for the position have been identified by the Staff Development, Curriculum, and Special Education departments.

c) The interview team for the position of Learning Resource teacher always include the principal of the school where the post is vacant.

d) That records be kept of each exceptional student and others targeted through the DART, by the Learning Resource Teacher, to be submitted to the principal twice a term. These should include:

- students' academic progress, using their attainment at the point of entry to the program as the base line for measuring achievement.
- students' mastery of organizational and other skills through measures to be designed by Special Education in consultation with Psychological Services.
- absenteeism of exceptional and targeted children.

e) That adequate resources, materials and working space be provided where ever possible for the Learning Resource Teacher.

Mrs. Van Horne stated some good points had been made in the report, but expressed her concerns about the possibility of repercussions from a contractual point of view and also the work involved for Principals. She noted that Mr. Yurkiw and a committee were looking at the role and function of a LRT.

Moved by Mrs. Van Horne:

That the report on the Hiring of Learning Resource Teachers as presented by Trustee Bishop, be referred to the officials.

Trustee Deans and Detwiler spoke in favour of the referral motion to gain more information and understanding of these suggestions.

Both Mrs. Van Horne and Mrs. Bishop expressed a desire for a report from the officials.

The motion was then put to a vote and was **CARRIED.**

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

Report from the Officials re remuneration from the Wentworth County Board for the Second Vice-Principal, Sherwood Secondary School

Mr. Stockwell advised members he had met with Mr. Stevenson of the Wentworth County Board, who stated that this cost was included when establishing non-resident student fees. In discussion it was noted that the Ministry formula takes the total overhead of the Board and divides this overhead cost by the number of students in the system to establish a per-pupil overhead cost. The Wentworth County Board's position is that this cost for the second Vice-Principal is included in our overhead costs and is being paid for as a per-pupil cost.

Mr. Stockwell has verified this information with the Finance Department and it is recommended that we provide a second Vice-Principal and recoup the cost through the per-pupil non-residency fee charged to the Wentworth County Board.

Moved by Mrs. Bishop:

That the verbal Report from the Officials re remuneration from the Wentworth County Board for the second Vice-Principal, Sherwood Secondary School, be received for information.

CARRIED.

Computer Co-ordinators - Robert Land/Parkdale Schools

Mr. Hicks drew the members' attention to the fact the report contained no recommendation from the officials.

In response to a question by Mr. Kennedy, Mr. Kelly clarified that bridge financing had been provided until June and that attempts to locate outside funding had been without success.

Mr. Kennedy noted the Ministry is showing financial restraint by not funding the program any longer and stated he would not support a recommendation for any further funding.

Moved by Mr. Stewart:

That this Board fund a Computer Co-ordinator for both Robert Land and Parkdale Community Schools and that they become permanent positions.

Mr. Kelly further explained the Government funded the start-up costs of the program and if the Board feels that the program is worthwhile, then the Board would pick up the funding.

In response to Mrs. Lowe's questions, Mr. Kelly stated that fees are charged for courses taken at Sir Winston Churchill, which are credit or non-credit courses. Courses offered free to the community through Robert Land and Parkdale are basic computer literacy programs.

Trustees Lowe, Van Horne and Allen raised concerns about these positions becoming permanent in view of the Board's practice of posting requirements for positions, pay equity and increased wages. It was noted that the posted qualifications could eliminate the people now filling these positions.

Mr. Hicks clarified the wage as approximately $350 per week, for a forty hour week.

Mr. Allen suggested he would support a motion that would provide funding for the program as it exists, in view of the needs of this community.

Mrs. Baskin recalled this program was initially funded by either the federal or provincial government to aid disadvantaged children and seniors and give them access to computers. The computers were the Board's reward for starting the program.

Both Mrs. Baskin and Mrs. Bishop supported Mr. Allen's suggestion for changing the motion.

Mr. Mulholland spoke in support of the motion and suggested a change to include the continuation of bridge funding for 1989-90. He noted the intent of this program was to remove two people from public assistance, and provide a benefit to the community. Mr. Mulholland clarified with Mr. Hicks that if Mr. Stewart's motion was defeated,

that Mr. Stewart could present another motion and have it accepted by the Chair. Mr. Hicks agreed.

Mr. Sinclair explained that the ramifications for the Human Resources Department would include pay, pay equity, terms of employment, and who would get the job. He noted the phrasing of the motion would determine the employment terms offered.

Mrs. Van Horne felt the people would be employees of the Board, whether the Board decided to finance the program, or decided to extend bridge financing for another year. She also questioned if the Board is able to extend financing to this group from a legal standpoint.

Mr. Sinclair agreed that if the Board finances the project the people would be considered employees of the Board. However, if we extend funding for a year, it would be on a contractual basis at agreed upon terms.

Mr. Rielly replied that the Board could finance this project legally, as the Board would have direct control over the program.

The motion was then put to a vote and was **LOST**.

Moved by Mr. Stewart:

That appropriate funding be provided so that the existing Computer Co-ordinator Project may be maintained at Robert Land and Parkdale Schools for the school year 1989 - 1990.

Mr. Hicks asked if the intent of the motion was for the existing level of funds as paid for the program now, and Mr. Stewart agreed.

Discussion centred on the wages paid in the past and whether an increase over the current rate of $350 per week should be considered.

Mrs. Lowe stated that as responsible people, trustees have to decided whether the program is worthy of consideration for funding, and whether it is the best value to be had for the budget dollars available. Mrs. Lowe did not support the motion as she would rather provide for the child in the classroom.

Mr. Hicks reminded members that this situation would be contractual employment and that Mr. Kelly

has stated that there has been a turnover of personnel in these positions.

Mr. Mulholland thought this motion would allow the program to continue without jeopardizing the Board's position and he intended to support it.

Mrs. Baskin spoke in support of the motion and the innovation found in community schools.

Mr. Sinclair stated that his understanding of "appropriate" funding is that it would be based upon the present costs for the year and he did not think it precluded officials from recommending a change in the wage contract.

The motion was then put to a vote and was **CARRIED.**

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mrs. Baskin:

That the recommendations of the Director of Education be approved as presented to the members.

A discussion arose regarding the probationary teachers being hired, in which Mr. Kennedy stated that approximately 20 teachers had been hired from the Occasional List. Mr. Kennedy explained that of the 25 hired directly from Teachers' College, and therefore without experience. Many of those hired were specialists. He noted the apparent change in policy to previous years, as a result of competing with Toronto area Boards for staff.

In response to Mrs. Dean's further questions about hiring Teachers' College graduates in preference to Occasional Staff, Mr. Stockwell explained that graduates from College were hired based on their assessment of teaching assignments.

Mrs. Baskin also expressed concerns regarding the hiring of graduates ahead of Occasional staff and whether the minority groups were represented.

In response to questions by Mr. Mulholland, Mr. Kennedy explained that a seniority list for positions such as department heads, is established by recommending one name to the Personnel & Organization Committee this month, and another next month.

Mr. Mulholland inquired if Occasional Staff could apply for permanent positions.

Mr. Stockwell explained that there is nothing in the Collective Agreement requiring applicants for posted positions to be permanent employees and that positions have been filled in the past by temporary staff when no permanent staff had applied.

Mr. Mulholland asked if probationary staff would be appointed if long standing permanent staff applied?

Mr. Stockwell replied it was possible, if the probationary person was clearly superior.

The motion was then put to a vote and was **CARRIED.**

Moved by Mrs. Bishop:

That hiring practices of this Board in regard to new teaching staff be an Agenda item in the near future.

In discussion following this motion, Mr. Rielly suggested that the Staffing Report presented at a previous meeting be reviewed prior to another report. It was noted a report was presented on the Hiring Procedures for Long Term Assignments and this report is to be made available to Trustees.

Mrs. Bishop withdrew her motion, but said she would like to see discussion on Occasional Staff, new staff, the screening process, who determines the screening process, and questions re minority groups.

Mrs. Van Horne suggested that such a discussion would be better facilitated through an in-service of Trustees rather than the formal atmosphere of the Committee setting.

Mrs. Deans asked if the Board had been approached by Brock University, and Mr. Stockwell replied that this Board agreed to the training of teachers at Westmount as requested by Brock University.

The meeting then adjourned.

Read and confirmed,

.....
Chairman

cv

JULY, 1989

PERSONNEL AND ORGANIZATION COMMITTEE

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

INDEX OF THE

PERSONNEL & ORGANIZATION COMMITTEE

1989 07 13

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

NEW BUSINESS:

ELEMENTARY/SECONDARY

NEW BUSINESS:

MINUTES OF THE PERSONNEL AND ORGANIZATION COMMITTEE

1989 07 13

Present: W. Hicks (Chairman); Trustees Baskin, Mulholland, R. Stewart, Van Horne and Clarke.

Not Present: Trustees Johnston and Paquin.

Also Present: Trustees Allen, Barker, Bishop, Cunningham, Deans, Detwiler, Kennedy, Lowe and Penner.

Officials Present:
A. L. Stockwell (Associate Director of Education)
P. Beveridge (Superintendent of Curriculum and Special & Educational Services)
B. Sinclair (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Finance and Treasurer)
R. Orlando (Superintendent of Plant)
R. Kawai (Superintendent of Information Management Services)
F. Kelly (Superintendent of Schools, Area 2)
R. Binns (Superintendent of Schools, Area 3)
P. Gillie (Superintendent of Schools, Area 4)
D. Rothwell (Superintendent of Schools, Area 5)
R. Kennedy (Assistant Superintendent, Staffing)
G. Rappolt (Assistant Superintendent, Curriculum)
S. Rogers (Assistant to the Secretary)

Moved by Mrs. Van Horne:

That the minutes of the last meeting be approved as presented to the members.

Carried.

GENERAL

Business Arising out of the Minutes:

Trustee Benefit Package

Mrs. Van Horne said she assumed the Trustee Benefit Package would be available only to people who are not covered under some other plan and Mr. Sinclair replied that was correct.

Moved by Mrs. Van Horne:
That the following recommendation relative to a Trustee Benefit Package be approved:
(a) That effective 1989 09 01 the Hamilton Board offer a benefit package, at group rates, to elected members of the Board who wish coverage. The cost of the benefit package shall be borne by the elected member and shall remain in effect while the member serves on the Board up until age 65.

Carried.

New Business:

Recommendations of the Director of Education

Mrs. Bishop asked for clarification that the job description included in the recommendations for the Program Research Analyst was not for a new position.

Mr. Hicks said that the person who had previously held the job had a teaching certificate and, as this is no longer necessary, a new category placement and a new job description was developed.

Mr. Kawai explained that the job was reviewed because it was no

longer under the Collective Agreement. It was reconstituted with similar duties and a refocus on the program evaluation aspect and research component.

Mrs. Bishop said she supported this new job description particularly in view of the recent requests for evaluation components in programs brought before the Board. She thought this would be an exciting, worthwhile and productive position.

When Mr. Jackson, the Supervisor of Research Services, clarified for Mrs. Bishop that the Standardized Testing Program in grade 9 is done on a voluntary basis by the individual principals and is not run city-wide, she expressed her concern that students' problems or areas of strength could continue undetected.

Mr. Mulholland asked for the background on the appointment of a Software Technician. Ms. Rappolt replied that there were 60 applicants with 12 people interviewed. The successful candidate had been a Co-op Education student with the Computer Services Department and comes highly recommended.

Moved by Mr. Mulholland:
That the recommendations of the Director of Education be accepted as presented to the members.

Carried.

Personnel Training Report

Moved by Mrs. Baskin:
That the second quarterly Personnel Training Report for 1989 be approved as presented to the members.

Mr. Shewfelt replied to Mrs. Clarke's question that the spending pattern indicated in the report is consistent with last year. The motion was put to a vote and was Carried.

Report of the Affirmative Action Committee

Moved by Miss Cunningham:
That the following Report of the Affirmative Action Committee be approved:
a) That the Update: Job Experience Project be received for information.
b) That the Report on the Applicant Tracking Project be received for information.
c) That the Revised Harassment Policy be accepted as presented to the members.
d) That the Report on the Career Path Project be received for information.

Carried.

Report of Officials Re Recruitment of Teachers

Moved by Mrs. Baskin:
That the Report on Teacher Recruitment be received for information.

Mrs. Bishop supported the excellent direction this report represented and asked who the committee members will be.

Mr. Sinclair said that the Director's Office and he are in the process of forming the committee membership. They intend to have a broad-based representation from the system, e.g. Principals, Human Resources Department, Affirmative Action, School Superintendents and Staff Development. Mr. Sinclair agreed with Mrs. Bishop that the report will include a screening process for candidates. He also indicated that the Chairman of the Board has been kept informed of their progress to date.

The motion was put to a vote and was Carried.

Summer Adjournment

Moved by Mrs. Baskin:
That when this Committee adjourns it stand adjourned until the September meeting unless called for a Special Meeting by the Chairman of the Board. Carried.

ELEMENTARY/SECONDARY

Recommendations of the Director of Education

Mr. Mulholland, in reference to clause (yy), asked whether the Academic Assistant at Caledon has been replaced.

It was clarified that the Academic Assistant position at Caledon was filled by an Academic Assistant who became surplus as a result of the closure of Albion.

Prior to ruling that a further concern of Mr. Mulholland's relative to clause (p) would go in-camera for discussion, Mr. Hicks asked the officials to review the interviewing process that has resulted in the names in this clause being brought forward.

Mr. R. Kennedy explained the process used this year was similar to last year. Interviews were conducted for possible openings for September, 1989. The Interview Team consisted of a Superintendents of Schools, Subject Co-ordinator, Principal, Vice-Principal and Department Head. Following the interviews the committee determined those candidates it felt were ready for promotion. Those who were not felt to be ready for promotion were informed. Feedback from the Co-ordinator was available if requested. When retirements or vacancies occur, the names in the pool are brought to Administrative Council where a decision is made for recommendation to this committee and then to the Board. Mr. Kennedy added that this particular year we have not always had sufficient candidates for the different positions of responsibility.

Moved by Mr. Allen:
That the recommendations of the Director of Education, excluding clause (p), be approved as presented to the members. Carried.

Mrs. Bishop asked if there is an established criteria for Heads of Department beyond what would be included in a posting or job description.

Mr. Stockwell said there is a criteria evaluation sheet which is used by the interview team.

Mrs. Bishop commented she would be pleased to have a copy of that if possible. She asked who had the responsibility to counsel unsuccessful candidates.

Mr. Stockwell replied the Co-ordinator provides feedback at the Department Head and Assistant Head levels. Counselling is the responsibility of the Superintendent of the Area who is prepared to work with candidates to assist in career planning and provide opportunities for experience. He assured Mrs. Bishop that, to his knowledge, every effort is made to provide counselling and assistance in a confidential and sensitive manner.

Mrs. Baskin clarified there is no provision at the present time

that a person promoted to a position of responsibility must be a permanent teacher. Since the administrators have the responsibility to hire staff, the trustees' responsibility is to ensure the hiring is in concert with Board policy. She added she felt merit is more important than seniority.

The motion was put to a vote and was Carried.

Mrs. Clarke noted the hiring of many new teachers on probationary contracts. She saw boards of education as having an opportunity to work closely with new teachers through their probationary period. In this Board where there is an expanded Human Resources Department and an excellent Staff Development program, she hoped they will be seriously considering development of young teachers at the grass roots level.

Mr. Stockwell agreed it was vitally important in these times of teacher shortages. He assured the trustees that the officials are anxious to implement a good recruitment program and then to follow through to retain the good teachers. Mr. McCaughey, Staff Development Supervisor, will be holding an orientation program for all new teachers the last week of August to acquaint them with the Board, the way it functions and its personnel. Beyond that, the Superintendents of Schools have put together an ongoing program of assistance for teachers new to the system. They are also looking at linking new teachers with quality teachers who can provide assistance through their initial year.

The following motion was approved at an in-camera session:

Moved by Mrs. Clarke:
That the following teachers be promoted to the position of Acting Assistant Head of Department, effective 1989 09 01, with salaries according to schedule:
Kenneth Hayashi (Guidance)
David Henderson (Languages)
John Paul Morrison (English)
Michael Sampson (Technical)

Carried.

Requests re "Four over Five"

Moved by Mr. Stewart:
That the following Requests re "Four Over Five" Plan be approved:

i) That approval be granted for the request of Martin Cooper to change the date of his Leave of Absence under the Salary Holdback Plan ("Four over Five"), of the Secondary School Collective Agreement, from the second semester of the 1989-1990 school year, effective 1990 02 01 to 1990 06 30, to the 1992-1993 school year, effective 1992 09 01 to 1993 08 31.

ii) That approval be granted for the request of Linda Woolfrey-Cooper to change the date of her Leave of Absence under the Salary Holdback Plan ("Four over Five"), of the Secondary School Collective Agreement, from the second semester of the 1989-1990 school year, effective 1990 02 01 to 1990 06 30, to the 1992-1993 school year, effective 1992 09 01 to 1993 08 31.

iii) That the Board rescind the leave of absence granted to Charlotte Crouch for the 1990 - 1991 school year, effective 1990 09 01 to 1991 08 31 and approve her request to withdraw from the Salary Holdback Plan ("Four Over Five").

iv) That approval be granted for the request of Janice Coulson for a Leave of Absence under the Salary Holdback Plan ("Four Over Five"), for the 1993-1994 school year, effective 1993 09 01 to 1994 08 31, subject to the 1989-1990 Elementary School Collective Agreement. Carried.

Criteria for Superintendent of Schools

Mrs. Bishop asked who will be developing the needs assessment requirements for the new Superintendent of Schools. She emphasized that there are unique needs in Area 2 that will need appropriate strengths and interests.

Mr. Stockwell replied that it has been a practice of this Board to appoint a Superintendent of Schools to the position rather than to a specific area.

Mr. Hicks said that the Director will consider Mrs. Bishops concerns and suggested she could discuss some of the procedures directly with him. If there were further concerns, she could bring them to the Chairs' attention.

Mr. Kennedy objected to the suggestion of focusing on one particular Area when interviewing for a Superintendent of Schools.

Mr. Allen assured Mrs. Bishop that the Director and Associate Director have had extensive experience as principals in Area 2 and would bring to the selection process all the needs that she has brought to their attention.

The meeting then adjourned.

READ AND CONFIRMED.

.....
Chairman.

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SEPTEMBER, 1989

PERSONNEL AND ORGANIZATION COMMITTEE

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

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PERSONNEL & ORGANIZATION COMMITTEE

1989 09 14

GENERAL

ELEMENTARY/SECONDARY

MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE

1989 09 14

Present: Mr. W. Hicks (Chairman); Trustees Baskin, Johnston, Mulholland, Paquin, R. Stewart, and Clarke.

Not Present: Trustee Van Horne.

Also Present: Trustees Allen, Barker, Bishop, Cunningham, Deans, Desmarais, Detwiler, Kennedy, Lowe, Penner and Rogers.

Officials Present:
K. A. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
B. Sinclair (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Finance and Treasurer)
P. Beveridge (Superintendent of Curriculum, Special and Educational Services)
R. Kawai (Superintendent of Information Management Services)
J. Forrester (Superintendent of Schools, Area One)
N. Nicholls (Superintendent of Schools, Area Two)
R. Binns (Superintendent of Schools, Area Three)
D. Rothwell (Superintendent of Schools, Area Five)
R. Kennedy (Assistant Superintendent, Staffing)
G. Rappolt (Assistant Superintendent, Curriculum)
J. Yurkiw (Assistant Superintendent, Special Services)
S. Rogers (Assistant to the Secretary)

Moved by Mr. Mulholland:

That the minutes of the last regular meeting of the Personnel & Organization Committee be approved. Carried.

GENERAL

New Business:

Recommendations of the Director of Education

Moved by Dr. Johnston:

That the recommendations of the Director of Education be approved as presented. Carried.

Appointment of Supervisory Officers

Mrs. Bishop stated she felt, as other trustees had expressed, that it was time to look at the promotion procedures for supervisory officers. She pointed out that such procedures would have to reflect the re-organization of the Board as well as its philosophy and mission. She suggested it might be helpful to look at current procedures, other Boards' procedures and then evaluate the strengths and weaknesses of our practices. The Trustees are charged with a serious and important task in hiring people to provide long term leadership.

Mrs. Clarke agreed and saw a need to be fair and to be perceived as being fair in the system. She indicated that she has considered this issue and is prepared to make a motion this evening.
Canon Rogers also supported the need to look at our present procedures and as well as those of other Boards. He pointed out that there is team building in many areas of the Board and senior administration is bringing people together; however, much depends on the hiring practices as to who is put into the circle of administration.

Moved by Mrs. Clarke:

That the Chairman of the Personnel & Organization Committee and the Director establish a working group of trustees and appropriate staff to review and evaluate the current procedures in selecting Supervisory Officers and to bring back to the Personnel & Organization Committee suggestions for improving the procedures.

Mrs. Clarke clarified that this motion is intended to establish a working committee or group rather than an Ad Hoc Committee and, as such, it is less formal in structure.

Miss Detwiler expressed concern about another committee and the workload it could place on the officials and asked Mr. Rielly for his comments.

Mr. Rielly supported the direction suggested and indicated that past working groups have been successful. He was also in favour of the philosophy and principle expressed and reminded the trustees that within a few years there will be major changes in the Board's senior administration and there is a need to have a procedure in place.

The motion was put to a vote and was Carried.

Mr. Hicks then welcomed the new Superintendent of Schools for Area 2, Nancy Nicholls, to the meeting.

The following two motions were passed at an in-camera session:

Pay Equity and Administrative Salary Schedule

Moved by Dr. Johnston:

That a Special In-camera Meeting of the Personnel & Organization Committee be held at 18:15 hours on Thursday, 1989 09 21, to consider the Report on Pay Equity, including the Administrative Salary Schedule. Carried.

Review of Senior Management Compensation - Consultants

Moved by Canon Rogers:

That the Personnel & Organization Committee establish a sub-committee to act as a steering group and recommend on the selection of the consulting firm to advise on compensation arrangements for Senior Officials effective for 1990 01 01. Carried.

ELEMENTARY/SECONDARY

Recommendations of the Director of Education

Moved by Canon Rogers:

That the recommendations of the Director of Education be approved as presented. Carried.

The following motion was passed at an in-camera session:

Moved by Mr. Stewart:

That Carol Scaini be promoted to the position of Acting Vice-Principal of an Elementary School, effective 1989 09 01, with salary according to schedule. Carried.

Four Over Five Requests Moved by Dr. Johnston:

That the following requests re "Four Over Five" be approved:

a) That approval be granted for the request of Chris Kostur for a Leave of Absence under the Salary Holdback Plan ("Four Over Five"), of the Secondary School Collective Agreement, for the 1993-1994 school year, effective 1993 09 01 to 1994 06 29.

b) That approval be granted for the request of Arlene Pidruczny for a Leave of Absence under the Salary Holdback Plan ("Four Over Five"), of the Secondary School Collective Agreement, for the 1991-1992 school year, effective 1991 09 01 to 1992 06 29.

Carried.

Staffing

Mr. Allen asked whether all staffing was in place. Do all classrooms have teachers and are students being accommodated?

Mr. R. Kennedy replied that on opening day of school, 1989 09 05, all classes with teachers were in place. At present, more teachers are being added in certain areas to meet the Collective Agreement. There will also be additional staffing appointments brought to a Special Personnel and Organization Committee next Thursday night, 1989 09 21, again to meet the contract as well as the grade 1 and 2 pupil/teacher ratio.

Mr. Allen concluded that by the end of the month all staff will be in place and the Board will be meeting the needs of the schools.

Kindergarten Enrolment - Trustee Baskin

Mrs. Baskin outlined a problem relating to a senior kindergarten class and maximum class size. When a child registered last spring, the mother asked that he be placed in a morning class because the day care centre he was attending had arranged to transport a group of children to the centre for the afternoon. However, the Principal refused as it would have created an imbalance in numbers between morning and afternoon classes. Mrs. Baskin pointed out that the total number in the morning and afternoon kindergarten classes was under 40 and, therefore, no problem would have developed around class size. Mrs. Baskin felt a school should make every effort to accommodate children of working mothers so they can have day care the rest of the day. As this situation led to some antagonism, she wished to draw it to the Committee's attention.

Mr. Stockwell explained that it is a long-standing policy to make every effort to accommodate youngsters who are combining kindergarten and day care and an even balance between the morning and afternoon classes is not a concern.

Mrs. Baskin requested this discussion be recorded in the minutes and that the Superintendents of Schools bring it to the attention of the Principals. She encouraged co-operation with our parents and day care centres. She hoped the Superintendents of Schools would make sure this is happening.

Mr. Stewart asked if there was a list of the number of children on waiting lists for junior kindergarten.

Mr. Stockwell said that those students are dealt with by the Superintendents of Schools individually, within the Area, and then they come together to deal with any cases not accommodated. The practice is to accommodate all youngsters who request junior kindergarten. If it is not possible to accommodate a child within the area, arrangements have been made to accommodate the child in another area.

The meeting then adjourned.

READ AND CONFIRMED.

.....
Chairman.

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OCTOBER, 1989

PERSONNEL AND ORGANIZATION COMMITTEE

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

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PERSONNEL & ORGANIZATION COMMITTEE

1989 10 12

GENERAL

ELEMENTARY/SECONDARY

MINUTES OF THE PERSONNEL AND ORGANIZATION COMMITTEE

1989 10 12

Present: W. Hicks (Chairman); Trustees Baskin, Johnston, Mulholland, Paquin, R. Stewart, Van Horne and Clarke.

Also Present: Trustees Barker, Bishop, Cunningham, Deans, Desmarais, Detwiler, Kennedy, Lowe, Penner and Rogers.

Officials Present:
K. A. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
P. Shewfelt (Superintendent of Finance and Treasurer)
P. Beveridge (Superintendent of Curriculum, Special and Educational Services)
R. Kawai (Superintendent of Information Management Services)
B. Sinclair (Superintendent of Human Resources)
R. Orlando (Superintendent of Plant)
R. Kennedy (Assistant Superintendent, Staffing)
G. Rappolt (Assistant Superintendent, Curriculum)
J. Yurkiw (Assistant Superintendent, Special Services)
S. Rogers (Assistant to the Secretary)

Moved by Canon Rogers:

That the minutes of the last regular meeting of the Personnel & Organization Committee of 1989 09 14 and special meetings of 1989 06 29 and 1989 08 31 be approved. Carried.

Mrs. Van Horne made reference to a resolution approved at the Federation of Women Teachers' Association of Ontario's Annual meeting in August that called on the Ministry of Education to provide funding to enable school boards to recover recyclable material from waste products of schools. Mrs. Van Horne was particularly delighted that this resolution was put forward by teachers from the Hamilton Board and congratulated the local branch for their efforts. In addition, she encouraged interested trustees to join her at OPSBA's Environment Conference in Toronto from 1989 10 16-18, emphasizing it has been designed for school boards.

GENERAL

New Business:

Recommendations of the Director of Education

Moved by Mrs. Baskin:

That the recommendations of the Director of Education be approved as presented. Carried.

Travel Allowance Schedule

Mr. Sinclair reviewed the report, noting the first recommendation to increase the annual travel allowance by 6 per cent, for the approximately 293 employees who receive this allowance, is in keeping with the change to the Transportation Index under the Consumer Price Index. Accordingly, there is another recommendation to increase the casual rate reimbursement from 37 cents (22.9 cents per km) to 40 cents per mile (to 24.8 cents per km) for those employees who use their cars on Board related business. Mr. Sinclair indicated that these changes are competitive and he referred to the comparative reimbursement rates for area public institutions as detailed in the report.

Mr. Sinclair added that the officials are reviewing the travel allowance schedule, as well as the method of payment, and a report to the trustees is expected to be ready by December 31, 1989.

Moved by Mrs. Van Horne:

That the following recommendations regarding the Travel Allowance Schedule, September 1989, be approved:

(a) That the present travel allowance schedule be increased by 6 percent, effective 1989 09 01, at an estimated annual cost of $11,900.

(b) That the casual rate of reimbursement be increased from 37 cents (22.9 cents per km) to 40 cents per mile (24.8 cents per km).

Noting that the increase to 40 cents per mile is lower than the other rates in the area, it was:

Moved in amendment by Mrs. Baskin:

That Clause 2 be increased to 41 cents per mile (25.63 cents per km).

Mr. Sinclair clarified for Mrs. Bishop that the figure of 5.4 percent in the 1989 Budget was a projected estimate of what the increase might be. The factors Mr. Sinclair outlined earlier has resulted in the officials recommending a higher percentage increase than anticipated.

Mrs. Bishop asked for an explanation of the rationale for the schedule of those employees who receive the travel allowance. Was it based on the amount of usage or one's position in the hierarchy?

Mr. Sinclair replied that this schedule was established many years ago based on an estimate of the amount of travel associated with the duties of each position. He noted the schedule could be outdated and stated one of the reasons for the review of the schedule and the method of payment was to ensure fairness to all employees. He expressed his opinion that direct reimbursement for mileage travelled would be a more equitable method.

Mrs. Bishop said she would support a schedule based on actual usage and gave examples of positions that require system-wide travelling.

Mr. Hicks stated Mrs. Bishop's concerns will be considered during the review.

Canon Rogers did not support the amendment. He agreed with the possible move to a travel allowance based on usage because of the implications in the new income tax laws.

Mrs. Clarke also did not support the amendment preferring to wait for the report from officials on the review of the whole situation.

The amendment was put to a vote and was Lost.

The motion was put to a vote and was Carried.

Trustee Remuneration

Mr. Shewfelt drew the members' attention to the Ontario Public School Boards' Association survey results as included in the agenda. He then reviewed the reports on Trustees' Honorarium, Travel Allowance, Personnel Training and Group Benefit Plan, highlighting the significant changes with respect to allowances for Board members since Bill 69 received Royal Assent. Also distributed to the committee was an Interpretation Bulletin from Revenue Canada, Taxation, relative to elected officials and a copy of the declaration form as completed by trustees each year for our Payroll Department.

Mr. Shewfelt clarified for Mrs. Van Horne that an activity involving Association-related work (e.g. serving on committees outside Hamilton) is, by interpretation, considered Board business and mileage is reimbursed at the per km rate.

Mrs. Van Horne asked whether the budgeted amount of $6600 for registration fees is the same amount as in previous years.

Mr. Shewfelt replied that per trustee it is but the increase in the number of trustees has increased the total figure. He added this amount seems to be adequate but pointed out that a trustee is reimbursed only to the limit of the allotment per trustee.

Relative to Dr. Johnston's questions about the ways and means of incorporating the travel allowance for income tax purposes, Mr. Shewfelt declined to comment as there are different factors for individual situations. He suggested trustees contact Revenue Canada regarding specific questions that relate to their personal circumstances.

Dr. Johnston questioned whether Hamilton should adopt a policy of per km reimbursement, adding there must be an advantage as most Boards have adopted this method.

Mr. Shewfelt reiterated that the advantages could depend on individual situations.

Mr. Kennedy questioned the allotted figure for registration at conferences, seminars, etc., and it was confirmed that the amount seems to be adequate as requests have not exceeded the budget.

Mrs. Baskin pointed out that Hamilton's yearly travel allowance could be divided into monthly allowances. While not having a preference between a yearly or monthly allowance, she stated her objection to keeping a travel log should the method change to require that type of recording.

Mr. Hicks pointed out that at any time the government could request a travel expense log for any such exemption claim.

Mr. Shewfelt explained that, for a travel allowance such as his, he must be able to provide a daily log plus any receipts if he wished to claim any part of it against his income. His interpretation for the trustees is that the first third of the allowance is tax exempt and, therefore, does not have to be accounted for.

Mr. Shewfelt indicated for Miss Detwiler that approximately $14,000 of the $33,000 budgeted for conventions has been spent this year.

It was agreed:

That the following reports on Trustee Remuneration be received for information:

.Honorarium
.Travel Allowance
.Personnel Training
.Group Benefit Plan

Personnel Training Report

Moved by Mrs. Clarke:

That the third quarterly Personnel Training Report for 1989 be received for information. Carried.

Pay Equity and Administrative Salaries

This item was discussed at an in-camera session following the public meeting. The following motions were approved:

Moved by Mrs. Van Horne:

(a) (i) That the present salary classification systems for NUCA (Non-Union Clerical Association), categories AB to G, and Administration categories 25 to 1 be discontinued effective 1990 01 01.

(ii) That the salary classification structure recommended by Touche Ross consisting of salary grades, each representing a fifty point range on the Job Evaluation Plan, be established effective 1990 01 01.

(iii) That jobs be assigned to the new salary grades effective 1990 01 01 as a result of job evaluation and to coincide with the posting of Pay Equity Plans. Carried.

Moved by Mrs. Baskin:

(b) That effective 1990 01 01 red-circling be accepted for Administrative and Non-Union Clerical job classes which are projected to be overpaid under the new salary grade system. Carried.

Moved by Mrs. Van Horne:

(c) That the Hamilton Board of Education approve a salary structure effective 1990 01 01 which works towards achieving internal equity for non-unionized and unionized clerical and secretarial employees, administrative staff and educational assistants. Carried.

Moved by Mrs. Bishop:

(d) (i) That Administrative staff, categories 25 to 1, receive an across-the-board increase effective 1989 09 01 in the amount of 5.97% based on present salaries.

(ii) That improved benefits for the Administrative Staff include:

- Vision Care - $150 / 2 years
- Dental Plan - effective 1990 01 01 - 90% reimbursement for Basic Services and 75% reimbursement for Endodontics and Periodontics. Carried.

Moved by Mrs. Bishop:

(e) That the Lunchroom Supervisors be granted 53 cents per hour increase effective 1989 09 01 and Cafeteria Supervisors be granted 50 cents per hour increase effective 1989 09 01. Carried.

It was agreed:

That effective 1989 09 01 the Chief Psychologist be paid in accordance with the following salary schedule:

Years of Experience	Salary
0	$65,345
1	66,961
2 or more	70,126

It was agreed:

That effective 1989 09 01 a 5.97% salary increase be applied to the Community School Leader (Continuing Education) salary scale.

ELEMENTARY/SECONDARY

Recommendations of the Director of Education

Moved by Canon Rogers:

That the recommendations of the Director of Education be approved as presented. Carried.

Requests re Four Over Five Plan

Moved by Miss Detwiler:

That the following requests for the "Four Over Five" plan be approved:

a) That approval be granted for the request of Barbara Ormond for a Leave of Absence under the Salary Holdback Plan ("Four Over Five"), of the 1989-1990 Secondary School Collective Agreement, for one semester of the 1991-1992 school year, effective 1992 02 01 to 1992 06 29.

b) That approval be granted for the request of Karen Tsuji for a Leave of Absence under the Salary Holdback Plan ("Four Over Five"), of the 1989-1990 Elementary School Collective Agreement, for the 1993 - 1994 school year, effective 1993 09 01 to 1994 06 29.

c) That approval be granted for the request of Gordon Stevens for a Leave of Absence under the Salary Holdback Plan ("Four Over Five"), of the 1989-1990 Secondary Collective Agreement, for one semester of the 1991-1992 school year, effective 1992 02 01 to 1992 06 29. Carried.

The meeting then adjourned.

READ AND CONFIRMED.

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Chairman.

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NOVEMBER, 1989

PERSONNEL AND ORGANIZATION COMMITTEE

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

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PERSONNEL & ORGANIZATION COMMITTEE

1989 11 09

GENERAL

NEW BUSINESS:

ELEMENTARY/SECONDARY

NEW BUSINESS:

MINUTES OF THE
PERSONNEL & ORGANIZATION MEETING

1989 11 09

Present: Mr. W. Hicks (Chairman); Trustees Johnston, Paquin, R. Stewart, Van Horne and Clarke.

Also Present: Trustees Bishop, Cunningham, Deans, Desmarais, Detwiler, Patenaude Barker, Penner and A. Stewart.

Officials Present:
K. Rielly, Director of Education and Secretary
A. Stockwell, Associate Director of Education
B. Sinclair, Superintendent of Human Resources
R. Orlando, Superintendent of Plant
P. Shewfelt, Superintendent of Finance and Treasurer
P. S. Beveridge, Superintendent of Curriculum, Special and Educational Services
R. Kawai, Superintendent of Information Management Services
J. Forrester, Superintendent of Schools - Area 1
P. Gillie, Superintendent of Schools - Area 4
D. Rothwell, Superintendent of Schools - Area 5
R. Lavoie, Superintendent of Schools - French as a First Language
G. Rappolt, Assistant Superintendent of Curriculum
R. Kennedy, Assistant Superintendent of Staffing
J. Yurkiw, Assistant Superintendent of Special Services
S. Rogers, Assistant to the Secretary

Mr. Hicks called the meeting to order and asked for confirmation of the minutes.

Moved by Dr. Johnston:

That the minutes of the 1989 10 12 meeting and special meeting of 1989 09 21 be approved.

CARRIED.

GENERAL

NEW BUSINESS:

Recommendations of the Director of Education

Mr. Hicks referred to Clause (f) under General, stating that the Category should read D instead of E.

Moved by Mr. Paquin:

That the recommendations of the Director of Education be approved.

CARRIED.

Staffing Report for 1989-90

Mr. R. Kennedy requested the trustees make the following changes to their report. Page 3, Elementary Enrolment, change the 1987 figure from 27,743 to 24,743. On Page 5, the totals

for Secondary Teaching Staffing should read - (1987) 962 - (1988) 956 - (1989) 952. Mr. Kennedy then proceeded to review the report with members, noting that 188 elementary and 85 secondary probationary teachers had been hired.

Moved by Mrs. Van Horne:

That the Staffing Report for 1989-90 be received for information.

CARRIED.

Mr. Van Horne referred to Page 8 and asked to know which schools contained Kindergarten classes of 26 and 27 students and the 17 Grade 5 to 8 classes with more than 30 students.

Mr. Hicks agreed this information would be made available to her by the officials.

Mrs. Van Horne commented that she could remember when class totals were higher and was pleased to further note no primary class total over 30.

Mrs. Deans asked if Kindergarten classes with 24 or 25 students also had an Educational Assistant.

Mr. Rothwell stated it would depend on whether or not an Educational Assistant had been assigned to that particular group or group of students. The 'quick answer' is no, however in some of those classes, there is in fact, an Educational Assistant assigned to specific children.

Mrs. Deans expressed concern that Educational Assistants are present in JK and not in SK; she felt the number of students was too high for one teacher.

Mr. R. Kennedy remarked in one school with increasing enrollment that had two classes, one of 27, another of 26, they divided them into three classes.

Mrs. Deans suggested that the Board should look into the seven SK classes of 24 children and the eleven SK classes with 23 children.

Miss Detwiler raised a concern about the staggered arrival and departure times in JK and SK. She understood some parents are withdrawing children, but that the principals are looking into the situation.

Mr. Stockwell agreed it could be difficult for families with students in both JK and SK. Ms. Gillie added that in her area this situation is under discussion by a group of principals; however, she remarked that changing arrival and departure times compounds the problem with busing students.

Mr. Hicks asked that Ms. Gillie provide a report on the concerns, ramifications and solutions, if any.

Mrs. Bishop was pleased to see class sizes were decreasing, but was disappointed to note on Page 8 that there is still a large spread in class averages. For example, in Grade 6, there is one class of 12 and two of 30. She would like to see less variance. She asked why there were 17 students in a Special Education category when the Ministry has legislated maximum class size of 16.

Mr. Stockwell responded that the class of 12 students is the lead class of French Immersion and therefore considerably smaller.

Mr. Jackson explained that the class of 17 students is actually an ESL class located at Burkholder, and that he had no other place to record it so it had been placed under Special Education.

Mrs. Bishop then asked for an explanation of a Special Education class with one student. Mr. Yurkiw responded that the class is .5, and is a hard of hearing program in which the teacher is being reassigned to another class. More students, however, are anticipated from Queensdale.

Mrs. Bishop also questioned the low student numbers in GLD classes. Mr. Yurkiw replied that GLD classes are currently being looked at, including the implementation of pilot resource rooms. These numbers do not reflect the workload of the teacher as it shows the students on a regular basis receiving assistance but does not include all students who are helped. Mrs. Bishop suggested a new category be created for resource rooms.

Further, Mrs. Bishop found it interesting that French Immersion classes are no longer as small as in the past. She then referred to compensatory class size as lower than the city average in general but that three classes in Grade 6 are not. As the city average is 25.96, classes with more than 30 students seemed excessive as these students require extra support. She did conclude that compensatory figures have improved over all and extended her congratulations to officials in that regard.

Mr. Stewart asked for information regarding the Grade one class with eight students on page 8.

Mr. Jackson explained that this particular school has three Grade 1 classes, one each of 18, 19 and 8 students. He remarked that sometimes a principal may provide an unusual distribution in order to provide a special environment for these children. Further, he noted this is a compensatory education school.

Mr. Rothwell added that the school has sufficient students to warrant three classes. These eight students are the official registrants in the class, however, other students are brought in from the other two classes. The disabilities of these students preclude their operating in a larger group on a full-time basis. At any time there may be as many as 14 children in the class. They are, however, not designated as special children. He understood this situation has worked very well at the school.

The motion was then put to a vote and was **CARRIED.**

Report of the sub-committee Consider Consultants for Compensation Arrangements for Senior Officials

Mr. Hicks reported that the sub-committee had met twice to review the four submissions. Two were eliminated and at the second meeting a decision was made to recommend one consultant. Mr. Hicks expressed thanks to Ms. D. Russon for her assistance in the selection of a consultant.

Moved by Mrs. Clarke:

That the Board engage the consulting services of K. G. Brown & Associates Ltd. to advise on compensation arrangements for senior officials effective for 1990 01 01.

Mr. Stewart questioned that there was not a written report or minutes available. Mr. Hicks responded that the original information regarding the consultants was sent out to the trustees. Miss Cunningham elaborated that no report was available as some of the information was not known until recently.

At Mr. Stewart's request, Mr. Hicks gave a brief review of the four consultants and the initial quotations they provided for this service.

Mrs. Van Horne offered her support of the choice of K. G. Brown and Associates noting their past work for the Board.

Mr. Hicks added that the sub-committee was also comfortable recommending K. G. Brown and was pleased they were also the lowest bid.

CARRIED.

Continuing Education Rates Of Pay

The following motion was approved at an In-Camera session:

Moved by Mrs. Van Horne:

That the following recommendations of the Report re Continuing Education Rates of Pay be approved:

1. (i) That Continuing Education Instructors (certificated) teaching Adult Basic Education and E.A.S.L. non-

credit courses be paid $28.85 per hour effective 1989 09 01.

(ii) That Continuing Education Teachers (certificated) teaching remedial courses at the elementary level (Math and English) in the summer skill school programme be paid $28.85 per hour effective 1990 07 01 for the 1990 programme.

(iii) That the Co-Ordinator of the Summer Skill School Programme be paid $498.33 effective 1990 07 01.

(iv) That Continuing Education Instructors (certificated) teaching in the summer skill school programme be paid $23.75 per hour effective 1990 07 01.

(v) That Continuing Education Instructors (non-certificated) employed in the summer skill school programme be paid $20.78 per hour effective 1990 07 01.

(vi) That Continuing Education Instructors (certificated) employed in the following programmes be paid $23.75 per hour effective 1989 09 01:

Evening School (General Interest)
Adult Day School (General Interest)
Heritage Language

(vii) That Continuing Education Instructors (non-certificated) employed in the following programmes be paid $20.78 per hour effective 1989 09 01:

Evening School (General Interest)
Adult Day School (General Interest)
Heritage Language
E.A.S.L. (non-credit)

2. (i) That Music Instructors be paid $23.75 per hour of instruction effective 1989 09 01.

(ii) That the responsibility allowance for the teacher in charge of the Violin Programme be increased to $2.43 per hour effective 1989 09 01.

3. That the following improvements to the present benefit package be approved for those Instructors in Adult Basic Education and E.A.S.L. (non-credit) who are regularly employed for 25 hours per week or more:

(i) That effective 1989 12 01 the Vision Care coverage under the present Extended Health Plan be increased to $150.00 every 2 years.

(ii) Dental Plan - Effective 1990 01 01, a claimant shall be reimbursed 90% of the cost of the insured services for Basic coverage and 75% of the cost of the insured services for Endodontics and Periodontics based on the 1989 O.D.A. rate schedule.

(iii) Statutory Holiday Pay - Shall be paid for the following statutory holidays, in accordance with the Employment Standards Act, providing they work 12 days in the preceding 4 work weeks:

Labour Day	New Year's Day
Thanksgiving Day	Good Friday
Christmas Day	Victoria Day
Boxing Day	Canada Day

CARRIED.

Thanks to the Chairman

Moved by Mrs. Van Horne:

That the members extend to Mr. Hicks their appreciation for the efficient and courteous manner in which the meetings of this committee were conducted during the past year.

CARRIED.

ELEMENTARY/SECONDARY

Recommendations of the Director of Education

Moved by Mrs. Bishop:

That the recommendations of the Director of Education be approved as presented.

CARRIED.

The following recommendations were approved at an In-Camera session:

Moved by Miss Detwiler:

That the following recommendations of the Director of Education be approved as presented:

(a) That Brian Snell be promoted to the position of Acting Principal of an Elementary School, effective 1990 01 01, with salary according to schedule.

(b) That Margaret Schneider be promoted to the position of Acting Vice-Principal of an Elementary School, effective 1990 01 01, with salary according to schedule.

CARRIED.

The meeting then adjourned.

Read and confirmed,

.....
Chairman

cv

MINUTES OF THE SPECIAL MEETING OF THE SONNEL & ORGANIZATION COMMITTEE

1989 12 19

Present: W. Hicks (Chairman); Trustees Bishop, Detwiler, Mulholland, Paquin, R. Stewart, Van Horne and Clarke.

Also Present: Trustees Allen, Baskin, Cunningham, Deans, Desmarais, Johnston, Kennedy, Korz, Lowe, Patenaude Barker, Penner, Rogers and A. Stewart.

Officials Present:
K. Rielly, Director of Education and Secretary
A. Stockwell, Associate Director of Education
B. Sinclair, Superintendent of Human Resources
P. Beveridge, Superintendent of Curriculum, Special and Educational Services
P. Shewfelt, Superintendent of Finance and Treasurer
R. Kawai, Superintendent of Information Management Services
N. Nicholls, Superintendent of School - Area 2
R. Binns, Superintendent of Schools - Area 3
P. Gillie, Superintendent of Schools - Area 4
D. Rothwell, Superintendent of Schools - Area 5
R. Lavoie, Superintendent of Schools - French as a First Language
G. Rappolt, Assistant Superintendent of Curriculum
R. Kennedy, Assistant Superintendent of Staffing
J. Yurkiw, Assistant Superintendent of Special Services
S. Rogers, Assistant to the Secretary

Mr. Hicks called the meeting to order.

GENERAL

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Canon Rogers:

The recommendations of the Director of Education be approved as presented.
CARRIED.

Special Project - Asbestos Team

Mr. Stockwell noted that Operations Management approval had been granted to form an Asbestos Response Team as part of the short and long range planning dealing with asbestos. This report details the structure of the team and associated costs. Mr. Stockwell reviewed the report and acknowledged that some staff have been transferred on a temporary basis to work on asbestos at present. Replacements for these staff will not be hired until the Board deals with these recommendations.

Moved by Dr. Johnston:

That the following recommendations to establish a temporary Asbestos Response Team be approved:

a) That the Board establish a temporary Asbestos Response Team, effective January 1, 1990, for an eighteen-month period at an annual estimated cost of $423,000.

b) That the Asbestos Response Team be reviewed by the Director's Office with a report to Board on the following dates:
June, 1990 - December, 1990 - June, 1991

c) That the Board authorize the hiring of replacement staff on a temporary basis until this Asbestos Response Team is no longer needed.
Mrs. Van Horne asked if the additional cost column included replacements for staff temporarily transferred to asbestos work.

Mr. Stockwell responded this cost was not included. At the present, no replacements have been brought in to fill the vacancies created by transferred employees. Further, he pointed out that the first three positions listed on Revised Page 8 will not be replaced; rather it is a matter of reallocating responsibilities. However, the final three classifications involve positions requiring a replacement.

Mr. Stockwell clarified for Mrs. Van Horne that the Board does not intend to replace employees in the first three categories due to the expected economic burden caused by asbestos.

Further, Mr. Stockwell noted that these employees would be employed under an eighteen month agreement, subject to review every six months. When the Asbestos Response Team becomes redundant, permanent employees would be returned to their previous positions but all others would be employed on a temporary basis.

Mrs. Van Horne supported the motion with some reluctance. Although she understood the problem, she felt the Board was being pressured into over-reacting.

Mr. Kennedy was concerned that the Asbestos Response Team appeared to have four repair positions and six and a half 'administrative' positions; however Mr. Stockwell elaborated on the varied responsibilities of the Inspection Foreman and the two other Foremen. He added that the Board is attempting to improve public relations with employees by reducing the response time to complaints.

[illegible] Kennedy maintained the importance of the removal of asbestos and questioned if the [illegible]ry of Labour will give approval to repairs.

Mr. Stockwell advised that in cases involving worker refusal the Ministry would be involved; however, in asbestos situations identified and repaired by Board employees they would not. An inspector representing management and one representing the worker units will conduct a joint inspection of completed repairs. It is expected that the Ministry of Labour would be involved in fewer cases than in the past.

Mr. Stewart also believed there were too few 'workers' on the team and asked which position could be considered for elimination.

Mr. Stockwell replied that consideration had not been given to reducing the team as it was thought this package could properly deal with asbestos situations. However, he agreed that if it was not satisfactory to the Board members it was the prerogative of the Board to make changes.

Mr. Stewart referred to the Technical Supervisor and asked if the Board did not already have someone on staff in this position. Mr. Stockwell affirmed that this position would be filled by an employee of the Plant Department who is currently acting in this capacity but in conjunction with the asbestos team.

Mr. Stewart suggested that more workers be hired in place of the position, but Mr. Stockwell noted that the asbestos team will require the technical expertise of this man who is an engineer.

Mr. Stewart declined to support the motion and Ms. Cunningham agreed with his position of "too many bosses". She suggested that the four repair staff report to the Asbestos Project Manager rather than reporting as in the chart presentation.

Mr. Stockwell explained the Project Manager will have a heavy task in dealing with the

various employee groups, Ministry of Labour, the public, communications and designing a plan for the Board, without the responsibility of workers reporting to him. Further, he noted that the clerk assigned to the Project Manager will manage the clerical work relative to the work orders as this has not been dealt with adequately by the Plant Staff.

Mr. Stockwell confirmed for Ms. Cunningham that at the time of the six month reviews, or at any point, the team could be cancelled or modified by the Board members. However, Ms. Cunningham noted it becomes difficult to change once the staff is in place.

Mr. Stockwell assured Ms. Cunningham that the team would be monitored and that replacement personnel would only be at the worker level. He emphasized that management would submit a personnel package at the January meeting relative to the asbestos team.

Ms. Stewart noted the Project Manager reports to the Steering Committee and asked if that is where the liaison with the other organizations would happen.

Mr. Stockwell agreed the Health and Safety Committee is responsible for overall strategy and will be dealing with representation from CUPE and the federations.

Mr. Stockwell confirmed for Ms. Stewart that the three senior team members would return to their previous jobs within the Board at the time the asbestos situation allows, whereas the worker level positions would no longer be required.

Ms. Stewart shared some of the concerns expressed by other members, but agreed that it was necessary to have staff monitor the sub-contractors' work. She hoped that new and less costly means of removal or encapsulation of asbestos might be invented.

Mr. Hicks clarified for Ms. Stewart that CUPE has to deal through the Health and Safety Committee as they are not members of the Steering Committee.

Mrs. Clarke was pleased the team was to be monitored and agreed that the cost of asbestos continues to be a major concern. She felt it was necessary to have the asbestos situation properly managed to ensure that outside contractors make appropriate repairs the first time to avoid extra costs.

Mr. Stockwell agreed that the Board could not afford the extra expense of contractors returning to upgrade or complete repairs. It is expected that the Field Supervisor, Foremen and Repair people will work out in the system in assessing and repairing asbestos, with the involvement of the Technical Supervisor. He pointed out that management expects this team to partially recover costs by not hiring contractors, but were not sure of the extent.

Canon Rogers offered his support of the motion in view of the demand placed upon staff by the public to correct the situation.

Mr. Stockwell verified that the three full time positions of Manager, Field Supervisor and Clerk are currently Board employees. One employee from the maintenance staff, a glazer and a cabinetmaker have been transferred but it will be necessary to replace their vacancies. Further, some caretaking staff have expressed an interest in this work as well. All of the positions on the asbestos team will be full time except one half-time.

Miss Detwiler supported the motion, remembering previous attempts by the Plant Department for additional staff that had been turned down. She had concerns regarding only four repair staff but would not support any cutbacks to the management proposal. She then expressed doubts that asbestos situation would disappear and stressed the importance of its removal.

When Mrs. Deans questioned why there was no trustee on the Steering Committee, Mr. Stockwell welcomed the addition but warned the committee sometimes meets with little notice which may be a disadvantage for trustees.

Mrs. Deans then asked regarding provincial funding and Mr. Rielly affirmed that to date no money is forthcoming. Mr. Shewfelt has submitted a request for funds associated with the Capital Expenditure Forecast for next year; however, no funding is available for the $2 million expense incurred this year.

In response to a further question from Mrs. Deans, Mr. Stockwell indicated that the asbestos response team proposal has been discussed with all employee groups, not just CUPE. They have been apprised of the long range direction and management will keep them informed regarding development of a long range plan.

Mrs. Lowe asked if there was not a more up-to-date way of encapsulating asbestos using, for example, plastic?

Mr. Stockwell explained the three current options are removal, repair with encapsulation or enclosure. Enclosure occurs in areas where it is not feasible to remove asbestos. Both the Ministry of Labour and consultants indicate that it is not necessary to remove all the asbestos.

Mrs. Baskin thanked Mr. Rielly for information that was placed in the trustees' lockers regarding asbestos. She opposed a trustee representative on the Steering Committee, cautioning that trustees must remember the difference in responsibilities of management and setting policies which is the function of trustees.

Mr. Desmarais referred to the salary of the Field Supervisor and questioned the difference in his salary and the Foremen reporting to him. Mr. Hicks suggested that this situation may require further monitoring.

Moved in amendment by Mr. Stewart:

That two positions from the administrative group of the Asbestos Response Team be eliminated.

Mr. Rielly reiterated Mr. Stockwell's statements that eight of the people will be out in the system doing work in association with identification, inspection, supervision and removal of asbestos and will not be in a supervisory capacity in the Education Centre.

Mr. Hicks clarified for all trustees that the 'administrative group' referred to by Mr. Stewart in his motion was staff over and above the four repair staff on the chart on revised page 8. Further, he understood that Mr. Stewart meant two individuals rather than two full-time positions.

Mr. Kennedy expressed satisfaction with the explanation given by Mr. Stockwell and agreed with Miss Detwiler's concern regarding the limitations of the Plant Department staff.

Mr. Desmarais would not support the amendment unless the two positions were specified.

The amendment was put to a vote and was <u>LOST.</u>

Ms. Stewart verified with Mr. Hicks that consideration would be given to the salary of the Field Supervisor.

The motion was then put to a vote and was <u>CARRIED.</u>

<u>Report of the Special Education Advisory Committee</u>

Mrs. Bishop explained this concern arises out of the amount of time some children are waiting for assessment. Some of this is attributable to areas having fewer staff and that there is one psychologist for all composite secondary schools. Students use in-school

services first but experience a long waiting list prior to assessment when it has become necessary.
However, as this was a personnel matter Mrs. Bishop moved:

That the following recommendation of the Special Education Advisory Committee be referred to the Officials:

That, as SEAC is aware the time frame for assessment is inappropriate, that additional psychological services are needed to reduce the waiting list.

Mr. Rielly noted that Mr. Yurkiw is a member of SEAC and has compiled personnel needs for the Special Education Department. This package and other department personnel priorities would be presented in January. He expected that the concern expressed by the SEAC Committee would be part of the Special Education Department personnel presentation.

Mrs. Baskin expressed concern that as more identified elementary students move into the secondary level, additional Special Education and resource services will have to be considered.

Miss Detwiler agreed that this item be referred to the officials, to become part of the personnel priorities presentation in January.

The referral was put to a vote and was CARRIED.

Report of the Affirmative Action Committee

Moved by Ms. Cunningham:

That the following recommendations of the Affirmative Action Committee be approved:

a) That the Board of Education continue to pursue and develop employment equity programs and activities necessary to achieve the targeted figures as laid down by the Ontario Ministry of Education by the year 2000.

b) That the Board commit itself to hiring and promoting more persons from Minority groups.

Ms. Cunningham stated it was a privilege to make this motion as it was the culmination of a lot of work, particularly by Ms. Sproule-Jones. She emphasized the importance of the pages appended to the motion and that the word 'target' is used rather than 'quota'. She stressed the intent is still to hire the best person for the position. Ms. Cunningham stated that the source pool is being developed and women need training to be effective in management. She expressed pleasure in chairing the committee.

Mr. Rielly added his appreciation to Ms. Sproule-Jones for work with respect to the Affirmative Action Committee. He advised trustees that she will be on a four month leave of absence starting in January.

The motion was put to a vote and was CARRIED.

The meeting then adjourned.

Read and confirmed,

.....
Chairman

MINUTES
PERSONNEL & ORGANIZATION COMMITTEE
1989 12 14

Present: Mrs. Van Horne (Chairman Pro Tem), Trustees Detwiler, R. Stewart, Clarke.

Not Present: Trustees Bishop, Hicks, Mulholland, Paquin.

Also Present: Trustees Allen, Baskin, Cunningham, Johnston, Kennedy, Patenaude Barker, Penner, Rogers, and A. Stewart.

Officials Present:
- K. Rielly, Director of Education and Secretary
- A. Stockwell (Associate Director of Education)
- P. Beveridge (Superintendent of Curriculum, Special and Educational Services
- P. Shewfelt (Superintendent of Finance and Treasurer)
- B. Orlando (Superintendent of Plant)
- B. Sinclair (Superintendent of Human Resources)
- R. Kawai (Superintendent of Information Management Services)
- N. Nicholls (Superintendent of Schools - Area 2)
- R. Binns (Superintendent of Schools - Area 3)
- P. Gillie (Superintendent of Schools - Area 4)
- D. Rothwell (Superintendent of Schools - Area 5)
- R. Lavoie (Superintendent of Schools - French as a First Language)
- J. Yurkiw (Assistant Superintendent of Special Services)
- R. Kennedy (Assistant Superintendent, Human Resources)
- S. Rogers (Assistant to the Secretary)

Mr. Rielly called for nominations for Chairman Pro Tem.

Moved by Miss Detwiler:

That Mrs. Van Horne be appointed Chairman Pro Tem. **Carried**

Mrs. Van Horne called the meeting to order and asked for the confirmation of the minutes of the last regular meeting 1989 11 09.

Moved by Canon Rogers:

That the minutes of the last regular meeting 1989 11 09 be approved as presented to the members. **Carried**

Mrs. Van Horne announced that there was no quorum so the meeting could not proceed.

Dr. Johnston suggested continuing with the meeting without the required quorum for information purposes.

Mrs. Van Horne reminded Dr. Johnston that to do the business of General, the Committee must be composed of 5 members to create a quorum. However, the Elementary/Secondary business on the agenda could be dealt with.

ELEMENTARY/SECONDARY

Recommendations of the Director of Education:

Moved by Canon Rogers:

That the recommendations of the Director be approved as presented to the members. **Carried**

The Committee then met in-camera and the following motions were approved:

Moved by Dr. Johnston:

That the following recommendations of the Director be approved as presented to the members:

(a) That Allan Male be promoted to the position of Acting Principal of an Elementary School, effective 1990 01 01, with salary according to schedule.

(b) That John Forbeck be promoted to the position of Acting Vice-Principal of an Elementary School, effective 1990 01 01, with salary according to schedule.

Carried

Mr. Rielly announced the schedule of committee meetings prior to the Board meeting on 1989 12 19.

Mrs. Baskin requested that Committee members not present this evening be called and informed that there was no quorum.

The meeting then adjourned.

Read and confirmed,

.....
Chairman

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